



COLLEGE OF THE CANYONS

EMERGENCY OPERATIONS PLAN (EOP)

(Revised 2015)



NOTE

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Philosophy, Structure and Procedures



INTRODUCTION

This is the Emergency Operations Plan (EOP) for the Santa Clarita Community College District. Within its pages are the basic philosophy, structure and procedures that will enable the District to prepare, respond and recover from major emergencies and disasters.

PHILOSOPHY

The approach to this plan and the approach to dealing with responses to disasters is to keep it as simple and as helpful as possible. The plan recognizes that when disaster strikes, people who happen to be on campus will look to strong, competent leaders to help them come out of the event safely. This entails having a well-trained and insightful management team who know what to do in response to a wide variety of disaster scenarios as well as having everyone on campus understand their roles - whether they are in the classroom, in their office environments, in a common space or out and about the campus.

To put it succinctly, we are all in this together and we need to work together to make our campuses the safest they can possibly be.

While many emergency plans call for detailed instructions of “what to do” in countless situations, this plan focuses as much on “how to think about and approach” a unique situation as it does on educating and training about “best practices” to follow in certain situations.

With that in mind, the Incident Command team will focus on training, discussion, and drills throughout the year to maintain the highest readiness possible.

STRUCTURE

California State law requires that all public agencies handle emergencies through the application of procedures mandated by the Standardized Emergency Management System (SEMS). This system, detailed later in this plan, provides a commonality of response structure so that when disaster strikes, District personnel “speak the same language” as all other first responders throughout the state.

The SEMS structure also enables the District to formally document disaster events from start to finish and by doing so creates an accurate, real-time account of events that aid in recovery efforts, future litigation and, most importantly, improvements to procedures.

PROCEDURES

This Plan describes the roles of the ICS team, the function of the Emergency Operations Center, and desired actions to be taken by all members of the campus community in the event of disaster. It details suggested initial reactions that members of the campus communities should take in more than a dozen potential disaster scenarios. It also underlines the importance of immediate, clear, concise and ubiquitous communications to the campus communities during disasters.

While the primary focus of this plan is on preparation and response by the campus community when disaster strikes, it also recognizes the immense task of recovery and returning the District to “normal” operations. Suffice it to say that the composition and tasking of the ICS team is initially to coordinate emergency response, to ensure the safety and well-being of individuals first, with their primary goal being getting to the point where a more robust team can take over the “recovery” efforts.

It is hoped that everyone will become familiar with the contents of this plan and seriously embrace the roles they will inevitably play when disaster strikes.

PLAN REVIEW CYCLE

This Plan is most effective when it is kept up to date and reflects changes to District structure and is updated with “best practice” information from the emergency preparedness/response community when it becomes available.

The Incident Command Team is responsible for coordinating an annual review and update (if necessary) of the Emergency Operations Plan (EOP).

PLAN AVAILABILITY

This Plan and any updates that apply to it will be posted in a visible and easily-accessible location on the District’s Website.



District Demographic Information



SANTA CLARITA VALLEY

The Santa Clarita Community College District - College of the Canyons - consists of the college's Valencia and Canyon Country campuses as well as several off-site locations throughout the community. The college draws students from the entire Santa Clarita Valley as well as neighboring areas in the San Fernando Valley, the Antelope Valley, and Ventura County. Since the college has no residence halls, students are generally commuters.

The area enjoys a mild Southern California climate; the summers dry and warm with temperatures in the 75 to 100 degree range; the winters in the 40 to 60 degree range with annual rainfall of approximately 15 to 18 inches.

The Santa Clarita Valley is served by Interstate Highway 5, which runs north to south near the western boundary of the District; and the Antelope Valley Highway 14 and Sierra Highway, both of which run in a generally northeast to southwest direction near the southern boundary of the District.

While a cross-valley connector exists, the area is prone to heavy traffic.

Valley geology is known for its major fault zones and history of earthquakes. Major faults include the Sierra Madre, San Gabriel, and San Andreas. Earthquakes in Sylmar/San Fernando (1971) and at Northridge (1994) caused significant damage. Much is known about where earthquakes are likely to occur, but not when.

While development in the Santa Clarita Valley has replaced wild lands with residential and commercial properties, the Valley still has significant wild lands and, subsequently, the annual threat of dangerous wild fires near to or affecting (smoke/traffic) the college's two campuses.

Fire and armed police services are provided by Los Angeles County Fire Department and the Los Angeles County Sheriff's Department. Response times are generally 10-minutes or less.

VALENCIA CAMPUS

The District's Valencia Campus is located on 153.4 acres immediately adjacent to Interstate 5. It is in a highly populated and well-traveled area. Student enrollment is approximately 12,000 per semester with approximately 1,000 faculty and staff. The campus includes a football stadium that seats 7,500 and a Performing Arts Center that seats 1,000. During peak periods, there may be as many as 6,000 people on campus (not counting sports or special events).

CANYON COUNTRY CAMPUS

The District's Canyon Country campus is located on 70 acres in a mixed residential/light industrial corridor on Sierra Highway. Student enrollment is approximately 3,500 per semester and is supported by approximately 25 staff and faculty. During peak periods, there may be as many as 1,000 people on campus.

Standardized Planning and Response



PHASES OF EMERGENCY MANAGEMENT

Emergency management planning can be divided into four phases: Preparedness, mitigation, response and recovery. Although each phase has specific tasks, the process is dynamic and interconnected.

Preparedness: Includes actions taken to plan, equip and train Santa Clarita Community College District employees and students to respond to emergencies arising from hazards that cannot be eliminated through mitigation. This may include preparation of an Emergency Operations Plan (EOP) with guidelines and exercises to test that plan. It may also include training in evacuation procedures, fire safety and the purchase of equipment and supplies needed to respond to an emergency.

Mitigation: Includes those actions taken to eliminate a hazard, or to reduce the potential for damage should a disaster occur. Such actions include implementing building zones, requiring special identification and routing for the movement of hazardous materials, and enforcing land use and zoning requirements.

Response: Includes actions taken to save lives and protect property during an emergency. This may include search and rescue, fire suppression, evacuation and sheltering. It may also include activities such as activating an Incident Command Team and opening and staffing one or more Emergency Operations Centers (EOC) from which jurisdictional decision-makers direct emergency activities.

Recovery: Includes those processes required to return the campus to normal. This could include: reconstruction of roads and public facilities, securing financial resources and resuming classes and activities. Recovery activities often begin during the response phase of an emergency.

STANDARDIZED EMERGENCY MANAGEMENT SYSTEM (SEMS)

The Santa Clarita Community College District is required by State law to handle emergencies through the application of procedures mandated by the Standardized Emergency Management System (SEMS).

SEMS is a statewide California system used by police officers, firefighters and other first responders in disaster events. The main purpose of SEMS is to aid with communication and response by providing a common communication and management system during a disaster.

As a result of the 1991 East Hills Fire in Oakland, California, Senate Bill 1841 was introduced in the State legislature to establish SEMS. The regulations governing SEMS became effective September 2, 1994. The intent of this law was to improve the coordination of state and local emergency first responders in California. The law is found in Section 8607 of the State of California Government Code.

The law stipulates that all State agencies must use SEMS in responding to emergencies involving multiple jurisdictions or multiple agencies. Local governments must use SEMS in responding to emergencies involving multiple jurisdictions or multiple agencies to be eligible for state funding for response-related personnel costs.

The basic framework of SEMS incorporates the use of the Incident Command System (ICS). SEMS is designed to be flexible and adaptable to varied emergencies and to meet the emergency management needs of all responders. SEMS is a management system and provides the organizational framework acting as an umbrella under which all response agencies may function in an integrated fashion.

There are five basic SEMS functions: management, planning/intelligence, operations, logistics, and fi-

STANDARDIZED PLANNING AND RESPONSE

nance/administration. These are the tasks involved in any emergency response anywhere. They may be performed by a few people or many, depending on the size of the emergency and the human resources at hand.

Management (Incident Command) – oversees all emergency activities and coordinates responses. This function also includes communications, safety, and liaison with other agencies as well as record keeping to document decisions made and the steps taken when responding to an emergency.

An emergency requires constant management. This means that the Incident Commander doesn't leave the EOC without delegating someone to take over. Each Incident Commander will constantly:

- Assess the situation.
- Know what resources are available.
- Determine a strategy for implementing the plan to handle the incident.
- Monitor how well (or poorly) the plan is working.
- Adjust the plan to meet the realities of the situation.
- Make sure that the response is being fully documented--for legal and financial reasons.
- If appropriate to the situation--no other qualified person is available--act as Safety Officer to make sure that the safety of students and staff and others on the site is the highest priority.
- Coordinate all response activities through the section chiefs. The Incident Commander "stands back and keeps hands off." His/her role is "managing" from the EOC.

Planning/Intelligence – responsible for collecting, evaluating, and disseminating information; maintaining documentation; and evaluating incoming information to determine the potential situation in the not-too-distant future.

Operations – responsible for carrying out all emergency response jobs. These jobs include:

- Search and Rescue (if necessary and feasible)
- Safety and Damage assessment
- Medical/First Aid response
- Building/Campus evacuation

Logistics – Supports the Operations personnel in carrying out all activities such as:

- Arranging for equipment and materials
- Coordinating volunteers
- Coordinating “runners”
- Coordinating personnel

Finance/Administration – responsible for financial activities such as establishing contracts with vendors, keeping pay records, and accounting for expenditures. Includes:

- Timekeeping
- Purchasing
- Recovery Records Management

LEVELS OF EMERGENCY DEFINED

Not all emergencies that could occur on District property would warrant the activation of the Incident Command structure and a fully-staffed Emergency Operations Center required under SEMS.

The following guidelines are provided to assist in determining the appropriate level of emergency response:

Minor Emergency:

Any incident, potential or actual, which does not seriously affect the overall operations of the College. Report the emergency to Campus Safety. Notification of the emergency will be made to the pre-designated Incident Commander but activation of an EOC is unlikely.

Major Emergency:

Any incident, potential or actual, which affects a building or buildings, and disrupts the overall operations of the College. Outside emergency services are required, as well as major efforts from campus services. Decisions with District-wide implications are required from the Administration during a major emergency. Report the emergency to Campus Safety:

Valencia – Dial “7” from any campus phone extension or call Campus Safety at (661) 510-3882.

Canyon Country – Dial “77” from any campus phone extension or call CCC Safety at (661) 362-3977.

Activation of the Emergency Operations Center and the need to activate the Emergency Notification System (COC Alert) will be at the discretion of the pre-designated Incident Commander.

Disaster:

Any event or occurrence, which takes place which has seriously impaired or halted the operations of the College. In some cases, injuries/casualties of people or property damage may have been sustained. A coordinated effort of campus resources is required to effectively control or contain the situation. Outside emergency services are required and essential. In all cases of a disaster, an Emergency Operations Center will be activated and the appropriate communications, support and operational plans will be executed.

SPECIFIC EVENT EMERGENCY PROCEDURES

SCCCD SEMS STRUCTURE • VALENCIA CAMPUS

ICS ROLES AND RESPONSIBILITIES

The ICS structure for the Valencia Campus consists of pre-designated Incident Commanders for day-time and nighttime who are charged with taking immediate actions to preserve the safety and health of everyone who may happen to be on campus when a major emergency or disaster occurs. This includes activation of the Emergency Operations Center (EOC), sending emergency information and direction by utilizing the Emergency Notification System (COC Alert), evacuation of buildings, coordination with all first responders, and coordinating a team approach to all response activities.

The District Chancellor of the Santa Clarita Community College District has the ultimate responsibility to ensure that the District is well prepared to handle emergencies that may occur on, or involving District property; has a response structure in place that is equipped and trained to provide immediate response and communications involving the safety of the campus communities; and for directing the recovery efforts of the District's campuses in the wake of a major emergency or disaster – whether natural or man-made. The Chancellor will keep key government leaders and elected officials apprised of emergency operations and recovery efforts as appropriate.

The pre-designated Incident Commander is the direct representative of the District Chancellor and is trained to direct immediate response activities in the event of a major emergency or disaster. This person will cause appropriate actions and communications to occur within the context of unique emergencies and lead the Emergency Response Team.

Pre-designated Command Staff; Operations, Planning, Logistics and Finance Chiefs will support the Incident Commander by carrying out their well-defined roles and responsibilities.

EOC LOCATION

The primary location for the Emergency Operations Center (EOC) is the Campus Safety Office conference room located in building X-8. If that location is either unavailable or inappropriate for EOC operations, the Incident Commander will designate an appropriate, alternate site based on the nature of the emergency/disaster.

EOC ACTIVATION

The EOC may be activated at any time to deal with major emergencies or disasters. Initially, most reports of evolving emergency events will first be received by the Campus Safety Office, which will verify the accuracy and immediacy of all reports. Once verified, the senior Campus Safety Officer will immediately notify the pre-designated Incident Commander so that a decision to activate the EOC can be made and any initial Emergency Notification System (COC Alert) communications can occur. ICS/EOC team members will be notified via a special "group" message on the ENS as well as via email, phone call, or "runner" notification. The location of the EOC will be included in the message if a location other than X-8 is activated.

SCCCD SEMS STRUCTURE • CANYON COUNTRY CAMPUS

ICS ROLES AND RESPONSIBILITIES

The same fundamental emergency response structure that is in place for the Valencia campus also exists for the Canyon Country campus. The Incident Commander will be an ICS-trained administrator supported by the senior Campus Safety Officer on the campus and others. The responsibilities for ICS/EOC team members are the same as above.

EOC LOCATION

The primary location for the Emergency Operations Center is in Quad 1C Conference room. If that location is either unavailable or inappropriate for EOC operations, the Incident Commander will designate an appropriate, alternate site based on the nature of the emergency/disaster.

EOC ACTIVATION

The EOC may be activated at any time to deal with major emergencies or disasters. Initially, most reports of evolving emergency events will first be received by the Campus Safety Office, which will verify the accuracy and immediacy of all reports. Once verified, the senior Campus Safety Officer will immediately notify the pre-designated Incident Commander so that a decision to activate the EOC can be made and any initial ENS communications can occur. ICS/EOC team members will be notified via a special “group” on the ENS as well as via email, phone call, or “runner” notification. The location of the EOC will be included in the message if a location other than Quad 1C conference room is activated.

STANDARDIZED PLANNING AND RESPONSE

BUILDING CAPTAINS AND EVACUATION SITE SUPERVISORS
BUILDING CAPTAINS AND EVACUATION SITE SUPERVISORS

When the situation warrants, or if notified by campus authorities, some buildings or all buildings may be evacuated in response to an emergency. Building occupants will depart their buildings according to the evacuation procedures found elsewhere in this manual and report to evacuation sites designated on posters located in each classroom and office area to await further information/instructions from the Emergency Operations Center.

Building Captains

Building Captains are key members of the Emergency Response Team. These positions have been pre-designated and Building Captains are very familiar with the building(s) for which they are responsible and will act immediately in the event of an emergency.

Building Captains will immediately gather necessary equipment such as hard hats, vests, radios bull horns, clipboards, emergency pack, etc.

If inside the building in question, the Building Captain will help to expedite the evacuation of the building and assist injured or disabled people if it is safe to do so. Once outside the building, the Building Captain will take reports of building damage, unsafe conditions and injuries – reporting it to the evacuation site supervisor or the Emergency Operations Center based on the severity of the situation.

If the Building Captain is not in the building for which he or she is responsible, the Building Captain will get as close to the building as is safely possible and take reports from those exiting and follow the procedures in the paragraph above.

Building Captains will assist in expediting the movement of evacuees to the designated evacuation sites and remain there to assist the evacuation site supervisors as needed until relieved or the emergency situation is resolved. At no time should a Building Captain enter a building to conduct search and rescue activities, fight a fire, or “investigate” an unknown situation. That should be left to trained college personnel or first responders.

Evacuation Site Supervisors

These positions have been pre-designated within the emergency response structure. Evacuation Site Supervisors respond immediately when a full or partial building evacuation takes place - whether by command from the Emergency Operations Center or by immediate response to circumstances (fire, chemical spill, etc.). They immediately gather equipment such as hard hats, vests, radios, bullhorns, and a clipboard with appropriate forms, and report to their assigned evacuation locations.

Evacuation site supervisors coordinate all activities at the evacuation sites and are the primary individuals who will communicate with the Emergency Operations Center. They will also disseminate information and instructions to the assembled evacuees. They will remain at their evacuation site until properly relieved or until an “all clear” or final resolution to the emergency at hand has been attained.

Building Captains and Evacuation Site Supervisors will engage in regular training to include:

- Record keeping
- Radio communications
- Site organization
- Participate in annual drills

Alerts and Alarms



ALERTS AND ALARMS

EMERGENCY NOTIFICATION SYSTEM

The District's Emergency Notification System (COC Alert) is a multi-tiered "cloud-based" system that is used by the District to inform the campus community about major emergency or disaster situations effecting normal operations.

The ENS uses multiple technical means to contact as many people or groups in the quickest, clearest and accurate way. The system uses:

- Text messaging
- Email
- Voicemail
- On-campus phone
- Social media
- Other appropriate means to pass timely information.

This system ensures timely and appropriate notification and assures compliance with:

- Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or Clery Act, federal statute codified at 20 U.S.C. 1092(f), with implementing regulations in the U.S. Code of Federal Regulations at 34 C.F.R. 668.46
- The Higher Education Opportunity Act (Public Law 110-315) enacted on August 14, 2008, and reauthorized the Higher Education Act of 1965, as amended.

(For specifics of the SCCC Emergency Notification System, see Appendix A of this Plan.)

The District also uses a technology called NetSupport Notify, a high-speed notification system that allows management to deliver alerts and messages to computers in classrooms on both campuses.

CAMPUS FIRE ALARMS

No campus fire alarm should be ignored. It is important to underscore the following:

- When fire alarms sound in any building on campus and it is not associated with a system test: evacuate the building following the protocols listed in this plan.
- It is NOT acceptable to continue working, teaching, conducting or participating in a meeting, or other non-reaction activities.
- Alarms on both District campuses mean the following:

ALARM TYPE:	ALARM SOUND:
FIRE ALARM	5 short, intermittent rings
ALL-CLEAR SIGNAL	15-second continuous ring

- Notification of the campus community about other types of emergencies (particularly those involving Active Shooter or other law enforcement actions) will be achieved through "COC Alerts."

Specific Event Emergency Procedures



SECTION OVERVIEW

What do I do if?

The following sections of the Emergency Operations Plan focus on answering the fundamental questions about “what do I do if” a particular emergency or disaster occurs on District property. Answers to those questions vary according to the nature of the event itself, what you are doing, what your surroundings are, what your leadership role is, and a host of other concerns.

To provide peace of mind and common ground for everyone, the following sections serve to provide possible actions one can take, based on best practices from professionals in their respective fields and as a result of “lessons learned” from colleges and universities around the country who have “been there.”

It is important to note that most of the procedures listed in the various emergency scenarios are simply the results of applying “common sense” to unique circumstances. The sections attempt to apply reasonable steps that members of the campus communities can take – without having to memorize hundreds of steps and procedures – to provide for their own safety and those who turn to them for “the right thing to do.”

The following pages in this section discuss background information and some best practices for a variety of potential emergency scenarios.

Contacting Switchboard And Campus Safety

The most important action anyone can take when an emergency situation is imminent or has already occurred, is to notify those who are best able to coordinate response to the situation – whatever it might be.

At both the Valencia and Canyon Country campuses, the Campus Safety Office should be contacted first.

VALENCIA CAMPUS

- Contact Campus Safety by dialing extension “7” from any on-campus phone during normal working hours. This is a dedicated emergency line, is answered immediately and connects you with the Switchboard Operator. The Switchboard Operator can communicate with Campus Safety by radio (if necessary) or can call “911” directly if the situation warrants.
- It is also important to know that the Campus Safety Duty Officer and the Director of District Safety always carry cell phones. It is possible that you will need to call these numbers after hours, on weekends, or if switchboard communications is for some reason cut off.
 - **Campus Safety Duty Officer – cell phone (661) 510-3882**
 - **Director District Safety – cell phone (661) 510-3881**

CANYON COUNTRY CAMPUS

- Contact Campus Safety by dialing extension “77” from any on-campus phone during normal working hours. This is a dedicated emergency line, is answered immediately and connects you with the Switchboard Operator during working hours. The Switchboard Operator can communicate with Campus Safety officers by radio (if necessary) or can call “911” directly if the situation warrants.
- You may also be able to contact Canyon Country Campus Safety during normal working hours at extension “3977.”
- It is also important to know that the Assistant Director of District Safety always carries a cell phone. It is possible that you will need to call after hours, on weekends, or if switchboard communications is for some reason cut off.
 - **CCC Campus Safety Duty Officer – cell phone (661) 362-3977**
 - **Assistant Director District Safety – cell phone (661) 400-9455**

Building and Campus Evacuation

BEFORE A BUILDING OR CAMPUS EVACUATION:

There are numerous emergency situations that could cause a single building, all buildings or even a whole campus evacuation. When an alarm sounds in a building or if an order from the Emergency Operations Center is received to evacuate part of or all District property, then it is understood that a situation exists of sufficient urgency to warrant immediate action by the entire campus community.

While the circumstances requiring an evacuation may be varied, the process of evacuation is relatively standard. The main emphasis is on a safe, orderly, timely and complete egress of all building occupants to a pre-designated evacuation area.

BUILDING EVACUATION:

Preparation is key:

- At the beginning of each semester, review the emergency information posted in each classroom/office/conference room.
- Determine in advance the nearest exit from your location and the best way to get there.
- Determine in advance at least one alternate route and alternate exit location in the event your primary path is blocked.
- Know where the pre-determined evacuation location is for your office, classroom or workspace. That information is also posted in each campus building and in each classroom.

When you receive an evacuation order:

- If time and conditions permit, secure your workplace and take with you important personal items such as car keys, purse, medication, glasses, cell phone, flashlight, wallet, etc.
- Check doors for the heat of a fire before opening. Do not open the door if it's hot.
- Walk. Do not run. Don't push or crowd.
- Keep noise to a minimum so you can hear emergency instructions.
- Use handrails in stairwells; stay to the right.
- Assist people with disabilities.
- Move to your assembly point unless otherwise instructed.
- Watch for falling objects and other debris.
- Keep roadways and walkways clear for emergency vehicles.
- DO NOT return to the building for any reason unless you are notified by authorities that it is safe to do so.
- Follow the directions of Campus Safety and First Responder personnel.

Evacuating persons with limited mobility:

- Any person with a disability, temporary or permanent, or other condition that would require them to need assistance during an evacuation is considered to have limited mobility. This includes:
 - Persons confined to wheelchairs
 - Persons recovering from surgery
 - Pregnant women
 - Persons with significant hearing or sight impairment
 - Persons with extreme obesity
- Assist in helping to evacuate people with disabilities if asked to do so.
- In most cases, people with disabilities will be able to explain what kind of special assistance they will need.
 - Visual Disability:
 - * Explain the nature of the emergency. Alarms or confusion may disorient a person, even if the person is normally familiar with the area.
 - * Give verbal instructions and guide individuals to safety by having them hold onto your arm below the elbow.
 - * Verbally say where you are as you walk and describe any obstacles in the path.
 - * When you have reached safety, orient individuals as to where they are and ask them if they need further assistance before leaving.
 - Hearing Disability:
 - * Get the attention of individuals by touching their shoulders, flashing room lights, or waving your arms.
 - * Write on a board or paper the nature of the emergency and the evacuation route that is going to be taken.
 - * Use visual cues and gestures to explain what is happening and what to.
- DO NOT use elevators during fire, earthquake or power outage. Other scenarios may allow use of elevators to evacuate people with limited mobility.
- It is possible, in some complex situations, that disabled and/or non-disabled people may opt to stay in an area of refuge until the situation stabilizes or help arrives. An area of refuge is a location that provides immediate protection during an emergency, when evacuation may not be safe or possible due to area contamination, obstruction, or other hazard. Occupants may opt to wait there until given further instructions or rescued by first responders. These locations are not pre-designated on our campuses since it is impossible to predict where damage or threats may exist in advance. They are determined by building occupants based on the circumstances of the moment.

SPECIFIC EVENT EMERGENCY PROCEDURES

CAMPUS EVACUATION:

If a complete campus evacuation is ordered, common sense dictates that it should occur with as much calm and order as possible. Since most students arrive at our campuses by car, the orderly egress of potentially thousands of cars (depending on time of day and day of week) onto area roadways is very important.

Here are some simple guidelines to follow:

1. Drive carefully through campus parking lots.
 2. Drive to the nearest campus exit, even if it may not be your “normal” exit point.
 3. Follow the directions of campus safety or other emergency preparedness personnel.
 4. At campus exits, do not attempt to “cross” traffic on the main roadways. In most cases, you will need to turn “right” on main roadways to avoid bottlenecks behind you.
 5. Carpool if feasible.
 6. Do not return to campus unless directed to by authorities.
- Campus Safety personnel will post signage (if feasible) at exits in an effort to direct vehicles in the most efficient directions as possible.
 - If traffic lights are functioning, signals must be obeyed unless local law enforcement is on hand to direct otherwise.
 - Campus Safety will direct the entry of emergency and other authorized vehicles into college parking lots.
 - Campus Safety will make accommodation for Academy of the Canyons, Early Childhood Education and Canyons Aquatics parent pick-ups as appropriate.
 - Campus Safety will advise local authorities of the evacuation and work closely with them regarding traffic flow from the campus to potentially busy local streets.
 - Once the evacuation is complete, information about the college’s status will be available through the college’s Website, through the mass media, through the college’s ENS system and on the road-side electronic marquees.

[NOTE: For those students who have no form of transportation immediately available and who live too far from the campus to walk, a safe location will be designated (based on the circumstances of the emergency) where one can wait while travel plans are being arranged.]



Active Shooter



ACTIVE SHOOTER ON CAMPUS PREPAREDNESS:

An active shooter is an individual actively engaged in shooting at people on or near campus property. Active shooter events may involve one or more shooters and/or one or more victims. There is generally no pattern or method to their selection of victims.

Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

BEFORE AN ACTIVE SHOOTER EVENT:

- The most important means for dealing with active shooters is prevention – identifying potential shooters before they act. Faculty, staff, counselors and Campus Safety personnel are in the best positions to react to warning signs of potential shooters such as ambiguous messages in papers and student projects; direct threats; rumors about guns and other weapons of campus; victimization by social groups or individuals; change in emotion or interests; isolation, repeated engagement in minor offenses or violations, and lack of family connection and support.
- The College has formed a Behavioral Intervention Team (BIT) that is designed to assist students who may be in the earlier stages of a crisis. The BIT team consists primarily of the Director of Campus Safety; the Dean of Student Services and the Director of the Student Health and Wellness Center. Questions regarding concerns a faculty member, staff member or student may have about themselves or a particular person of interest should be addressed directly to these team members to seek advice before referring the person in "crisis" to the team since each circumstance is different. However, if violence has occurred or if it is believed to be imminent, contact Campus Safety immediately.

ACTIVE SHOOTER RESPONSE:

What kind of incident should we prepare for? Over the years, active-shooter situations have involved single shooters, multiple shooters, close encounters, distant encounters, targeted students, random victims, contained (single room) confrontations and mobile confrontations. The demeanor of some shooters was considered "odd" while others seemed "normal" leading up to shooting incidents.

If an active shooter enters one of our campuses, it will be unlike any situation we've ever experienced. With this in mind, however, there is still a lot we can do to prepare ourselves.

Most experts agree that we collectively need to:

- Become more aware and be able to recognize sights and sounds (gunshots) that are out of the norm for our environment.
- Prepare ourselves by frequently addressing "what if" questions and toughening ourselves mentally and emotionally to survive in extreme situations.
- Rehearse potential responses to "what if" scenarios.
- Respond in a rational and orderly manner if confronted with a unique shooter situation.

SPECIFIC EVENT EMERGENCY PROCEDURES

Notification

While a shooter incident on campus may be obvious by the sound of a gunshot, the more likely way you will find out will be by notification through our “COC Alert” system.

It is important to note that the wide variety of cell phone providers available today have different coverage patterns, so it is probable that you may receive a cell phone notification while someone sitting next to you (with another provider) may not.

In the interest of safety, please make sure you call out to those around you that you have received an emergency message requiring immediate action and follow the instructions given.

Since every situation regarding guns and potential shooters is impossible to predict, law enforcement has provided us with a simple philosophy to consider for these situations. They recommend:

- **Run**
- **Hide**
- **Fight**

On our campuses, we have interpreted this to mean:

1. **Run** to the safest place to hide;
2. **Hide** yourself and others the best you can, using the resources at hand;
3. Have a plan to **fight** as a last resort if the gunman(men) enters your space.

Hiding generally entails an action called “**Shelter In Place.**”

Since “Shelter in Place” is a tactic that may be used for a variety of non-shooter emergency scenarios, ***basic procedures are included in their own section of this plan.***

The information below applies specifically to an active shooter event and are in addition to the basic procedures.

If YOU are OUTSIDE on campus:

- Run away from the sound of gunfire.
- Seek the nearest structure for shelter.
- If in a parking lot, return to your car, lock it and hide on the floor.
- Do not try to drive off campus. A gunman may focus on a moving car as a target AND law enforcement will be blocking exits in search of gunmen.
- Follow directions from “COC Alert” messages.

If YOU are INSIDE a building:

In addition to the basic shelter in place procedures:

- Have one person in the room call 911 and provide info requested by the dispatcher. (If the shooter is in your building and you have not received a COC Alert message.)
- Remain in place until police or a campus authority known to you gives the “all clear.” Do not be misled by a clever shooter posing as a law enforcement officer.
- Follow all directions received from campus Emergency Notification System “COC Alert” messages.

- If the shooter manages to enter your space, have a plan of action in place to neutralize the shooter. This plan should be designed to disarm and hold the shooter by whatever means is necessary. Intensive training in some of these methods will be regularly provided to faculty and staff.

Since “shooter” scenarios may involve more than one gunman, simply fleeing a classroom or building could increase your risk. In general, only leave a building if you are told to do so by law enforcement, a campus official known to you or official “COC Alert” messaging.

WHEN LAW ENFORCEMENT ARRIVES:

- Officers are trained to proceed immediately to the area where the shots were last heard. Their purpose is to stop the shooting as quickly as possible.
- The first officers to arrive will not stop to aid injured victims. Rescue teams composed of additional officers will follow the first team into secured areas and remove injured persons.
- Officers may shout commands and may push individuals to the ground for their safety.
- Put down any items in your hands.
- Immediately raise your hands and spread your fingers.
- Keep your hands visible at all times.
- Avoid making quick movements toward officers.
- Avoid pointing, screaming and yelling.
- Keep in mind that even once you have escaped to a safer location, the entire area is still a crime scene. Police will usually not let anyone leave until the situation is fully under control and all witnesses have been identified and questioned.
- Until you are released, remain at whatever assembly point authorities designate.

STUDENTS WITH DISABILITIES:

- Assist people with special needs as best you can by helping them to shelter-in-place until the situation has been resolved.

Bomb Threat

BEFORE A BOMB THREAT:

Statistically, most bomb threats in the U.S. are just that – threats. They usually don't involve the actual placement of a bomb at a location. In most cases, the person making a bomb threat simply wants to create an atmosphere of anxiety and panic, which will in turn result in a disruption of the college's normal activities.

Bomb threats occur frequently throughout the nation. They are delivered in a variety of ways with the majority being called in by phone. Occasionally these calls are through a third party. Social media is being used on an increasing basis to deliver threats.

While most bomb threats are hoaxes, there have been cases in which the person making a threat has definite knowledge about a real bomb or believes that an explosive or incendiary device has been or will be placed at a location. In fact, the caller may be the person who placed the device or someone who has become aware of such information.

Whatever the reason behind the threat, all bomb threats should be evaluated and treated in a serious manner.



(NOTE: Making a false bomb threat is a federal offense punishable under United States Code 18-844e and carries a penalty of up to ten years in prison, a \$250,000 fine, or both. This penalty also applies to juvenile offenders.)

BOMB THREAT RESPONSES:

For the person on campus who receives a bomb threat:

- Take the threat seriously, but remain calm.
- If on the phone, write a note to a nearby co-worker to contact Campus Safety.
- Fill out the college's bomb threat form.
- Keep the caller on the phone as long as possible; DELAY
- ASK QUESTIONS:
 - Where is the bomb located?
 - When is it set to explode?
 - What kind of bomb is it?
 - What does the bomb look like?
 - Did YOU place the bomb?
 - Why are you doing this?
 - What is your name?

- IMMEDIATELY write down the EXACT WORDS of the threat as you remember them.
- Note details such as: gender, accent, speech impediment, age, background noises, unusual speech patterns or phrases, slurred, nasal, disguised, angry, crying, familiar to you, (If the voice is familiar, who did it sound like?), etc.
- Number at which the call was received (if switchboard, all of the computer detail on the call.)
- Time and date of call.
- If you receive a bomb threat via social media, email or other electronic means, attempt to “save” or preserve the message and contact Campus Safety immediately

AFTER THE BOMB THREAT CALL:

- Upon termination of the call or receipt of the threat message by other means, don’t talk to anyone but your supervisor and review the information you put on the Bomb Threat form for accuracy and to fill in additional information.
- Wait for Campus Safety to arrive for further direction.
- FOR ALL STAFF WITH TWO-WAY RADIOS AND BASE STATIONS: Immediately turn off your radio and base station. Do not transmit under any circumstances as there is a chance this may activate the bomb.
- Campus Safety will notify the Incident Commander who, in turn, will determine whether activation of the Emergency Operations Center is warranted.
- If evacuation of buildings or the campus as a whole is warranted, the EOC will activate building alarms, draft and send messaging through the ENS system and work with first responders to coordinate a systematic search of the campus(s).
- As in all building evacuations, once outside, proceed to the designated evacuation location for the building you are in and stay at least 500 feet away from any place where a bomb could be hidden (trash cans, golf carts, etc.) and wait until the “all clear” is given. (Remember: it is important to keep the streets, fire lanes, hydrants and walkways clear for emergency vehicles and first responders.)
- DO NOT return to an evacuated building until it is determined to be safe by a college official.

Chemical and Hazardous Materials

Both the Valencia and Canyon Country campuses are subject to exposure to harmful chemicals and other hazardous substances – either from materials maintained on the campuses or from exposure due to transportation accidents on or near the campuses.

BEFORE A SPILL:

- Every area on campus that stores chemicals or substances of a hazardous nature will, at the beginning of each semester, report the types and quantities of each item to the Facilities Department and Campus Safety Office. These inventories will be immediately available to the Incident Commander and Emergency Operations Team in the event of a spill.
- All chemicals or substances of a hazardous nature will be stored in accordance with the manufacturer's recommended procedures and any additional procedures required by the Santa Clarita Community College District.
- College personnel who order, maintain and use chemical or substances of a hazardous nature as part of their official District duties will be held accountable for storage and use of those substances and will cause to be posted - in the immediate vicinity – approved spill response procedures.



SPILL RESPONSE:

The amount and hazard of spilled chemicals or hazardous substance will determine the appropriate response to a chemical spill.

Minor Chemical Spill (on campus)

A minor chemical spill is defined as:

- Less than 1 liter of chemical is spilled.
- The chemical spill has a “low” to “moderate” hazard.
- No one has been exposed to the chemical.
- Laboratory workers have sufficient equipment and training to properly clean up the spill.

Response Steps:

1. Protect Yourself and Alert Others

- Avoid direct contact with the spilled material.
- Wear a laboratory coat or other protective clothing, eye or face protection and protective gloves during clean up.
- Treat all chemicals as if they are hazardous materials.

2. Contain the Spill and Secure the Area

- Cordon off the spill area. Use a standard chemical spill sign to alert people to the spill.
- Do not walk through, or allow others to walk through, the spilled material.

3. Clean Up the Spill

- Follow the manufacturer's suggested procedures for minor spill clean-up.

(Note: A chemical spill cleanup should only be done by knowledgeable, trained and experienced personnel!)

4. Dispose of the contaminated material according to manufacturer and COC established procedures.

Major Chemical Spill (on campus)

A major chemical spill is defined as:

- A chemical is unknown, is flammable, reactive or highly toxic.
- Someone has been exposed to/injured by the chemical.
- The spill is greater than 1 liter or too much of a chemical has been spilled for the amount of absorbent in the laboratory.

Response steps:

1. Protect yourself and others:

- Shut off any sources of ignition
- Stop the source of the spill, if you can do so without endangering yourself.

2. Evacuate the immediate area:

- Close the door behind you.
- Put a chemical spill sign up at the entrance to the affected area.
- Remove contaminated clothing and use emergency eyewash/shower if needed

3. Pull the fire alarm and evacuate the building if:

- A chemical reaction could create a fire or there is potential for fire or explosion
- The spill is flowing or could flow outside of the room.
- Fumes or odors are permeating the building.

SPECIFIC EVENT EMERGENCY PROCEDURES

4. Notify Campus Safety immediately.

- Be prepared to provide:
 - Your name.
 - Specific location of the spill.
 - Name of the substance(s) spilled.
 - Quantity spilled.
 - Any injuries.
 - What you have already done.

5. Wait in a safe place for Campus Safety personnel to arrive

6. Do not return to an evacuated building until it has been determined to be safe by first responders and/or the college administration.

Major Chemical Spill (from an off-campus source)

The Valencia and Canyon Country campuses are both located along busy traffic corridors along which vehicles transport a wide variety of chemicals and other hazardous materials. It is within the realm of possibility that an accident could occur along these roadways – the resulting vapor-clouds of which could be carried by wind to populated areas of our campuses.

We will largely be reliant on local authorities to advise us of impending hazards and to recommend either immediate evacuation to upwind or “out of harm” locations, or we could be required to “shelter in place – Chemical or Biological.”

“Shelter in place” means to take cover where you are. The best room to use for the shelter is a room with as few windows and doors as possible. For most chemical events, this room should be as high in the structure as possible to avoid vapors (gases) that sink.

Procedures for “Shelter in place – Chemical or Biological.”

The following items would be good to have in your shelter room:

- First aid kit
- Flashlight, battery-powered radio, and extra batteries for both
- A working telephone
- Food and bottled water. Store 1 gallon of water per person in plastic bottles as well as ready-to-eat foods that will keep without refrigeration in the shelter-in-place room. If you do not have bottled water, or if you run out, you can drink water from a toilet tank (not from a toilet bowl). Do not drink water from the tap.
- Duct tape and scissors.
- Towels and plastic sheeting. You may wish to cut your plastic sheeting to fit your windows and doors before any emergency occurs.

What to do:

- Shut and lock all outside doors and windows. Locking them may pull the door or window tighter and make a better seal against the chemical.
- Turn off the air conditioner or heater.
- Turn off all fans.
- Go in the shelter-in-place room and shut the door.
- Turn on the radio.
- Keep a telephone close at hand, but don't use it unless there is a serious emergency.
- Tape plastic over any windows in the room. Use duct tape around the windows and doors and make an unbroken seal. Use the tape over any vents into the room and seal any electrical outlets or other openings.
- When you leave the shelter, follow instructions from local emergency coordinators to avoid any contaminants outside. After you come out of the shelter, emergency coordinators may have additional instructions on how to make the rest of the building safe again.

STUDENTS WITH DISABILITIES:

- If evacuation is indicated, assist people with special needs to exit the building and get to designated evacuation sites.
- For sheltering in place, assist people with special needs (and any equipment they may need) to the selected location and keep them informed about the procedures you are taking.
- Remain calm.



Civil Disturbance

CIVIL DISTURBANCE:

Any incident that disrupts a community where intervention is required to maintain public safety is a civil disturbance. Examples are demonstrations, riots, strikes, public nuisances, and criminal activities. Most campus demonstrations such as marches, meetings, picketing and rallies will be peaceful and non obstructive. While many campus demonstrations will be known in advance and can be easily accommodated by the campus community, some campuses across the nation have been the subjects of “spontaneous” demonstrations that form rapidly and usually become a little more heated.

CIVIL DISTURBANCE RESPONSES:

A student demonstration should not be disrupted unless one or more of the following conditions exist as a result of the demonstration:

- **INTERFERENCE** with the normal operations of the college
- **PREVENTION OF ACCESS** to offices, buildings or other campus facilities.
- **THREAT** of physical harm to persons or damage to campus facilities

If any of these conditions exist, Campus Safety should be notified and will take responsibility for contacting the Administration. Depending on the nature of the demonstration, the appropriate procedures listed below should be followed:

Peaceful, non-obstructive demonstrations

Generally, demonstrations of this type should not be interrupted, obstructed or provoked. Efforts should be made to conduct business as normally as possible.

If demonstrators are asked to leave, but refuse to leave by normal facility closing time, arrangements will be made by Administration to monitor the situation after hours, or a determination will be made to treat a refusal to leave as a disruptive demonstration.

Non-violent, disruptive demonstrations

In the event that a demonstration blocks access to college facilities and/or interferes with the operation of the college:

- Demonstrators will be asked to terminate the disruptive activity by Campus Safety or College administrative officials.
- The Public Information Office may be asked by the Administration to have a photographer available.
- Key personnel and student leaders may be asked by the Administration to go to the area in question and attempt to persuade the demonstrations to desist.

If the demonstrators persist in the disruptive activity:

- They will be apprised that failure to discontinue the specified action within a determined length of time may result in disciplinary action including suspension or expulsion or possible intervention by civil authorities (see Directive A below).

- Except in extreme emergencies, the Chancellor or his/her designee will be consulted before such disciplinary actions are taken.
- Efforts should be made to secure positive identification of demonstrators, including photography or videotape, to facilitate later testimony.
- After consultation with the Chancellor or his/her designee, campus authorities will determine the need for an injunction and/or intervention of civil authorities.
- If the determination is made to seek intervention of civil authorities, the demonstrators should be so informed. Upon arrival of the Sheriff's deputies, read Directive B, below.

DIRECTIVE A: TO IMMEDIATELY TERMINATE DEMONSTRATION

Identify yourself and read the following: "This assembly and the conduct of each participant are seriously disrupting the operations of the College and are in clear violation of the rules of the College. You have been given the opportunity to discuss your grievances with the appropriate authorities. In no event will the Administration of this College accede to demands backed by force. Accordingly, you are directed to terminate this demonstration. If you have not done so within 15 minutes, I will, under the authority of the Board of Trustees, take whatever measures are necessary to restore order—including calling for law enforcement assistance. Any student who continues to participate in this demonstration is subject to suspension. Any student or other person who continues to participate in this demonstration is subject to possible arrest."

DIRECTIVE B: TO IMMEDIATELY TERMINATE DEMONSTRATION WITH THE ASSISTANCE OF THE SHERIFF'S DEPARTMENT

Identify yourself and read the following: "You have been previously directed to terminate this demonstration and you have been put on notice as to the consequences of your failure to do so. Since you have chosen to remain in violation of the rules and regulations of the College, each of you is hereby suspended, subject to later review. Sheriff's deputies will now be called in to assist in dispersing this assembly. Those who fail to leave immediately will be subject to arrest."

VIOLENT, DISRUPTIVE DEMONSTRATIONS

In the event that a violent demonstration in which injury to persons or property damage occurs or appears imminent, the president must be notified. Campus security will contact the local police for assistance.



Earthquake

In Southern California, **every day** is "earthquake season." There is no predictable cycle of earthquake occurrence – a quake can happen at any time. How well you survive an earthquake often depends upon how well you prepare beforehand.



BEFORE AN EARTHQUAKE:

On Campus:

At the beginning of each semester, faculty and staff should refresh themselves about earthquake response actions based on the areas where they work and teach on COC campuses.

In the event of earthquake, it is likely that students and visitors will turn to those in leadership positions for immediate guidance about what to do. Knowing earthquake response fundamentals will help everyone to remain reasonably calm and react appropriately.

Remember that the fundamental task for everyone is to avoid injuries and get to a safe place when it is appropriate to do so. When the earth shakes, the first response is "Duck, Cover and Holdon." The second action is to calmly and efficiently cause a complete evacuation of the space(s) you are in to a pre-designated evacuation location and await instructions from the Emergency Operations Team.

- Plan an escape route and an alternate. Locate the stairwell nearest you and an alternate in case the first is blocked. Keep a flashlight handy.
- Know where the nearest fire extinguisher is to your office/classroom and know how to use it.
- Know the safe areas in your workspaces: under study tables, desks or against inside walls. Know the danger spots: near windows, mirrors, hanging objects, tall unsecured furniture, etc.
- Secure tall furniture to the wall. Survey your work areas and make sure you don't have unsecured heavy or glass objects on shelves above your head that could fall and injure you during a quake. Keep heavy items on the bottom shelves.
- Keep emergency supplies in your car or desk. A change of clothing, heavy-soled shoes, medication, water, heavy-duty gloves, a flashlight and blanket are just a few things to have available.
- Store chemicals properly. Separate incompatible chemicals and keep them on shelves with protective barriers or behind cupboard doors that lock.
- Know who is in your class, in your meeting or in your immediate vicinity who may have a disability or may have needs that require special attention.
- Learn First Aid and CPR.

- Familiarize yourself with the college's Emergency Operations Plan so you know what others are responsible for doing and what you can expect from your emergency leadership team. i.e., natural gas will be turned off by facilities personnel; search and first aid teams will be available for dispatch where/when needed; coordination with outside agencies will occur through the Emergency Operations Center (EOC); etc.
- Take a CERT Class (Community Emergency Response Training)
<http://www.santa-clarita.com/community/safety/cert.asp>

DURING AN EARTHQUAKE:

- If **INDOORS**, "**Duck, Cover, and Hold On**" under a table or desk or against an inside wall until the shaking stops. Protect your head and neck with your arms.
- If you are in a **HALLWAY**, drop to the floor against an interior wall - protect your head and neck with your arms.
- If you are with **STUDENTS**, shout "**EARTHQUAKE! DUCK, COVER AND HOLD ON!**" Students should seek cover.



▷ **DUCK** - Duck or drop down on the floor.



▷ **COVER** - Take cover under a sturdy desk, table or other furniture. If that is not possible, seek cover against an interior wall and protect your head and neck with your arms. Avoid danger spots near windows, hanging objects, mirrors or tall furniture.



▷ **HOLD ON** - If you take cover under a sturdy piece of furniture, **HOLD** on to it and be prepared to move with it. Hold the position until the ground stops shaking and it is safe to move.

- After shaking stops, stay calm and check yourself and others for injuries.
- Evacuate the building to your designated evacuation site.
- Do not leave the area/campus without reporting your status to the incident command team.

SPECIFIC EVENT EMERGENCY PROCEDURES

- **DO NOT** enter or **EXIT THE BUILDING** during the shaking - there is danger from falling debris.
- If you are **OUTDOORS**, find a spot away from buildings, trees, streetlights, and power lines. Drop to the ground and stay there until the shaking stops.
- **DO NOT** use the **ELEVATORS**.
- **IN A CAR** - stop in the safest place away from underpasses/overpasses, bridges, etc. **STAY IN THE VEHICLE** until the shaking stops.

AFTER AN EARTHQUAKE:

- After the shaking stops, check for and report injuries to the incident command center. Administer first aid if necessary and if qualified. **DO NOT** move victims unless absolutely necessary.
- Replace telephone handsets that have been shaken off. **DO NOT** use telephones except to report fires or medical emergencies.
- **DO NOT** use matches or other open flames.
- Assist persons with disabilities.
- Notify emergency personnel as soon as possible of the location of anyone unable to evacuate the building.
- **DO NOT USE ELEVATORS.**
- **DO NOT** return to an evacuated building unless directed to do so by an emergency team member.
- Stay calm and assist others.
- Cooperate with emergency personnel.
- Be prepared for **AFTERSHOCKS**.

STUDENTS WITH DISABILITIES:

- Make a list of any special needs, medications or equipment that you need. Always keep an updated copy of the list with you.
- Keep any auxiliary device you use, along with extra batteries, medications or other necessary items nearby at all times.
- Arrange to have “buddies” help you during an emergency.
- Know how to take cover during a quake. If you are in a wheelchair, lock the wheels once you are in a protected location.
- If you cannot move safely and quickly, stay where you are. Cover your head and body with your arms, a pillow or blanket.
- Call for help if you need it.

Fire or Explosion

There is no way of knowing when a fire or explosion will occur. It is important that college employees remain vigilant to the risks of fire and explosion and follow all of the recommended safety protocols for the equipment they are using as well as the storage of flammable or combustible materials. Despite being a “brick and mortar” campus, there are still lots of materials on both campuses that can burn. Geographically, the Canyon Country campus is nearly surrounded by land that has the potential of becoming the site of wild fires and the Valencia campus has some areas within its 154-acres that could burn. Faculty, students, staff and visitors must remain mindful of the possibility that fire could erupt anywhere on our campuses – and in any building - and be prepared to react appropriately and safely.

FIRE RESPONSE:

- If you are at the scene of a fire or explosion:
 - Sound fire alarms.
 - Immediately call Campus Safety at:
 - Valencia – Dial “7” from any campus phone extension or call Campus Safety at (661) 510-3882.**
 - Canyon Country – Dial “77” from any campus phone extension or call CCC Safety at (661) 362-3977.**
 - Give your name, location, and the extent of the problem.
 - If the fire is small, attempt to extinguish it with a fire extinguisher.
 - If the fire is large, evacuate the building via the nearest fire exit. *
- Additional suggestions:
 - Do not panic.
 - **Use stairways. Do not use elevators;** they will shut down during a fire.
 - Know in advance the locations of at least two fire exit routes.
 - On stairways, use handrails and keep to the right. Check all doors for heat (top to bottom) with the back of your hand. If hot, do not open!
 - Be on the lookout for signs of smoke and fire.
 - If you are caught in smoke, drop to your hands and knees and crawl; breathe shallowly through your nose and use your blouse, shirt or jacket as a filter.



SPECIFIC EVENT EMERGENCY PROCEDURES

- If you are trapped by fire in a room:
 1. Place moist cloth material around/under the door to keep out smoke.
 2. Retreat – close as many doors as possible between you and the fire. Be prepared to signal from windows, but do not break the glass unless absolutely necessary.
- Know the locations of fire extinguishers and how to use them.
- If you use a fire extinguisher remember P-A-S-S:
 1. Pull the pin.
 2. Aim the nozzle towards the base of the fire.
 3. Squeeze the handle.
 4. Sweep the base of the fire.
 - Never turn your back on what you extinguished; walk away backwards.
 - Notify Campus Safety – even if the fire is extinguished.

WHEN FIRE ALARMS SOUND ON CAMPUS:

- When a fire alarm sounds in any building(s) on campus and it is not associated with a system test, evacuate the building following the protocols listed in this plan.

WHEN FIRE DEPARTMENT ARRIVES:

- Create a clear path for the arrival and functioning of fire equipment.
- Do not interfere with fire personnel or try to assist in fighting the fire.
- If you have information to report, pass it to Campus Safety personnel who will relay it to the authorities.
- Do not return to the building until you are notified by campus authority that it is safe to do so.

STUDENTS WITH DISABILITIES:

- Assist people with special needs as best you can by helping them to evacuate or seek safe refuge.

Hostage Situation



BEFORE A HOSTAGE SITUATION:

The FBI reports that hostage-takers fall into a few main categories:

- (a) Political activist or terrorist
- (b) Criminal
- (c) Mentally disturbed person
- (d) Domestic disputes as another

The best way to deal with a hostage situation is to prevent it before it can occur. In that regard, members of the campus community should:

- Stay informed about political movements, situations and protests seeking a forum of expression on our campuses.
- Be aware of developing criminal situations in the local community that may spill over onto the campus.
- Be aware of and report individuals who may be mentally disturbed.
- Be mindful of and report domestic disputes you see developing that may find their way to our campuses.

In each case, reporting concerns and specific information to Campus Safety at an early stage is vital.

HOSTAGE SITUATION RESPONSE:

If You Become Aware of a Hostage Situation:

- Immediately remove yourself from any danger.
- Immediately call 911 or notify the Campus Safety Duty Officer at:

Valencia – Dial “7” from any campus phone extension or call Campus Safety at (661) 510-3882.

Canyon Country – Dial “77” from any campus phone extension or call CCC Safety at (661) 362-3977.

- Be prepared to give the 911 Operator the following information:
 - Location and room number of incident.
 - Number of possible hostage takers.
 - Physical description and names of hostage takers (if known).
 - Number of possible hostages.
 - Any weapons the hostage takers may have.
 - Any injuries to hostages that you have witnessed.
 - Your name.
 - Your location and phone number.

SPECIFIC EVENT EMERGENCY PROCEDURES

If You are Taken Hostage:

- Remain calm, be polite, and cooperate with your captors.
- Do not attempt escape unless there is an extremely good chance of survival. It is safer to be submissive, and obey your captors.
- Speak normally. Do not complain, avoid being belligerent, and comply with all orders and instructions.
- Do not draw attention to yourself with sudden body movements, statements, comments or hostile looks.
- Observe the captors, and try to memorize their physical traits, voice patterns, clothing or other details that can help provide a description later.
- Avoid getting into political or ideological discussions with the captors.
- Try to establish a relationship with your captors and get to know them. Captors are less likely to harm you if they respect you.
- If forced to present terrorist demands to authorities, either in writing or on tape, state clearly that the demands are from your captors. Avoid making a plea on your own behalf.

WHEN LAW ENFORCEMENT ARRIVES:

- In a rescue situation, do not run. Drop to the floor, and remain still. If that is not possible, cross your arms, bow your head, and stand still. Make no sudden moves that a tense rescuer may interpret as hostile or threatening.
- Wait for instructions, and obey all instructions you are given.
- Do not be upset, resist, or argue if a rescuer isn't sure whether you are a captor or a hostage.
- Even if you are handcuffed and searched, do not resist. Just wait for the confusion to clear.
- You will be taken to a safe area, where proper identification and status will be determined.

STUDENTS WITH DISABILITIES:

- Assist people with special needs as best you can by helping them to comply with the demands of the hostage taker(s) and helping them to express their needs to the hostage-takers in a calm manner.

Medical Emergency (General)



BEFORE A MEDICAL EMERGENCY:

These emergencies can range from relatively minor to severe or critical injuries.

Identifying that an actual emergency exists that requires professional assistance is a key determination by campus personnel. Assessing any injury rationally and calmly is in the best interests of the injured individual and the District.

A minor injury is defined as: cuts, abrasions, sprains, minor burns, epileptic seizures, minor eye debris, brief fainting (without head injury) and like circumstances.

A major, severe or critical injury is defined as: cessation or difficulty breathing, chest pains, deformity fracture, uncontrolled bleeding, prolonged unconsciousness, irreversible shock, impalement of foreign objects, electrical shock, back/neck injury, etc

WHEN A MEDICAL EMERGENCY OCCURS:

Minor Injury:

- In many cases of minor injuries, it is simply most efficient to have the person escorted to the Student Health and Wellness Center for treatment.
- In incidences when the Student Health and Wellness Center is closed or the nature of the injury precludes transport to the Health & Wellness Center, contact Campus Safety.

**Valencia – Dial “7” from any campus phone extension or call
Campus Safety at (661) 510-3882.**

**Canyon Country – Dial “77” from any campus phone extension or call
CCC Safety at (661) 362-3977.**

- Campus Safety will respond and notify the Student Health & Wellness Center if the nurse is on duty. In some occasions, the Allied Nursing, the EMT program and/or the athletic trainers may be contacted if they are present and can assist.
- Whether someone goes to the Center or not in response to a minor injury, the details of any injury that occurs on District property should be reported to the Health & Wellness Center within 24 hours.
- District personnel or District vehicles should never be used to transport injured people to medical care facilities. A friend or family member should make and carry out those arrangements.

SPECIFIC EVENT EMERGENCY PROCEDURES

Major, severe or critical injury:

- Contact Campus Safety immediately.

Valencia – Dial “7” from any campus phone extension or call Campus Safety at (661) 510-3882.

Canyon Country – Dial “77” from any campus phone extension or call CCC Safety at (661) 362-3977.

In the case of a severe injury, the pre-designated Incident Commander (administrator) will be notified by Campus Safety.

- If you are reporting about a person who cannot or should not be moved, has breathing difficulty or a suspected heart attack and you don’t immediately get a response from Campus safety, dial 911. Be prepared to provide the 911 operator:
 - The specific location of the emergency.
 - The telephone number from which you are calling.
 - A brief description of what happened.
 - The number of people involved.
 - Approximate age of the injured person(s).
 - What emergency steps you have taken so far to assist the person(s).
- **DO NOT MOVE A VICTIM UNLESS AN IMMINENT HAZARD MAKES IT UNAVOIDABLE.**
- If CPR is necessary, find someone who is CPR-trained and continue to conduct CPR until the person revives or until relieved by other competent responders.
- Until help arrives, keep the injured person warm and comfortable.
- Stay with the person(s). Never leave them unattended.

First Aid Cabinet Locations:

There are first aid cabinets located in the following departments which contain an assortment of first aid supplies (bandages, gauze pads, eye wash, etc.):

VALENCIA CAMPUS	CANYON COUNTRY CAMP
Biology	VP / Admin Office – Quad 1
Campus Safety	Health Clinic – Quad 1
Chemistry	
Family Studies	Health Clinic - Quad 1
Library	
Maintenance/Warehouse	
Pool	
Reprographics	
Switchboard	
Tutorial Learning Center	
Welding	

Medical Emergency (Seizures)

Background

Over the years, faculty and staff have responded to seizures experienced by members of the campus community or campus visitors in classrooms or on our campuses.

There are different kinds of seizures, and symptoms of each type can affect people differently. Seizures typically last from a few seconds to a few minutes. The victim may be alert during the seizure or lose consciousness. He/she may not remember what happened during the seizure or may not even realize a seizure occurred.

Seizures that make a person fall to the ground or make the muscles stiffen or jerk out of control are easy to recognize. But many seizures do not involve these reactions and may be harder to notice. Some seizures make a person stare into space for a few seconds. Others may consist only of a few muscle twitches, a turn of the head, or the person describing a strange smell or visual disturbance that only he/she can sense.

In all cases of seizures that occur on our campuses, call the Switchboard or Campus Safety as soon as you are able to do so:

**Valencia – Dial “7” from any campus phone extension or call
Campus Safety at (661) 510-3882.**

**Canyon Country – Dial “77” from any campus phone extension or call
CCC Safety at (661) 362-3977.**

Response (American Red Cross)

First aid for seizures involves responding in ways that can keep the person safe until the seizure stops by itself. Your role is critical in successfully managing such issues should they arise:

- Keep calm and reassure other people who may be nearby.
- Prevent injury by clearing the area around the person of anything hard or sharp.
- Ease the person to the floor and put something soft and flat, like a folded jacket, under his head.
- Remove eyeglasses and loosen ties or anything around the neck that may make breathing difficult.
- Time the seizure with your watch. If the seizure continues for longer than five minutes without signs of slowing down or if a person has trouble breathing afterwards, appears to be injured, in pain, or recovery is unusual in some way, report this to responders.
- Do not hold the person down or try to stop his movements.
- Contrary to popular belief, it is not true that a person having a seizure can swallow his tongue. **Do not** put anything in the person’s mouth. Efforts to hold the tongue down can injure the teeth or jaw.
- Turn the person gently onto one side. This will help keep the airway clear.

SPECIFIC EVENT EMERGENCY PROCEDURES

- Don't attempt artificial respiration except in the unlikely event that a person does not start breathing again after the seizure has stopped.
- Stay with the person until the seizure ends naturally and he is fully awake.
- Do not offer the person water or food until fully alert
- Be friendly and reassuring as consciousness returns.
- Offer to call a taxi, friend or relative to help the person get home if he seems confused or unable to get home without help.

Here are a few things you can do to help someone who is having a seizure that appears as blank staring, loss of awareness, and/or involuntary blinking, chewing, or other facial movements.

- Stay calm and speak reassuringly.
- Guide him/her away from dangers.
- Block access to hazards, but don't restrain the person.
- If he/she is agitated, stay a distance away, but close enough to protect him/her until full awareness has returned.

Consider a seizure an emergency requiring a 911 call if any of the following occurs:

- The seizure lasts longer than five minutes without signs of slowing down or if a person has trouble breathing afterwards, appears to be in pain or recovery is unusual in some way.
- The person has another seizure soon after the first one.
- The person cannot be awakened after the seizure activity has stopped.
- The person became injured during the seizure.
- The person becomes aggressive.
- The seizure occurs in water.
- The person has a health condition like diabetes or heart disease or is pregnant.

Nuclear or Radiological

BACKGROUND

Nuclear explosions can cause deadly effects—blinding light, intense heat (thermal radiation), initial nuclear radiation, blast, fires started by the heat pulse, and secondary fires caused by the destruction. They also produce radioactive particles called “fallout” that can be carried by wind for hundreds of miles.

Terrorist use of a radiological dispersion device (RDD)—often called “dirty nuke” or “dirty bomb”—is considered far more likely than use of a nuclear device. These radiological weapons are a combination of conventional explosives and radioactive material designed to scatter dangerous and sub-lethal amounts of radioactive material over a general area. A dirty bomb is in no way similar to a nuclear weapon or nuclear bomb. A nuclear bomb creates an explosion that is millions of times more powerful than that of a dirty bomb. The cloud of radiation from a nuclear bomb could spread tens to hundreds of square miles, whereas a dirty bomb’s radiation could be dispersed within a few blocks or miles of the explosion. A dirty bomb is not a “Weapon of Mass Destruction” but a “Weapon of Mass Disruption,” where contamination and anxiety are the terrorists’ major objectives. (U.S. NRC)

Such radiological weapons appeal to terrorists because they require very little technical knowledge to build and deploy compared to that of a nuclear device. Also, these radioactive materials, used widely in medicine, agriculture, industry and research, are much more readily available and easy to obtain compared to weapons grade uranium or plutonium.

Terrorist use of a nuclear device would probably be limited to a single smaller “suitcase” weapon. The strength of such a weapon would be in the range of the bombs used during World War II. The nature of the effects would be the same as a weapon delivered by an inter-continental missile, but the area and severity of the effects would be significantly more limited.

There is no way of knowing how much warning time there would be before an attack by a terrorist using a nuclear or radiological weapon. A surprise attack remains a possibility.

The danger of a massive strategic nuclear attack on the United States involving many weapons receded with the end of the Cold War. However, some terrorists have been supported by nations that have nuclear weapons programs.

If there were a threat of an attack from a hostile nation, people living near potential targets could be advised to evacuate or they could decide on their own to evacuate to an area not considered a likely target. Protection from radioactive fallout would require taking shelter in an underground area, or in the middle of a large building.



SPECIFIC EVENT EMERGENCY PROCEDURES

In general, potential targets include:

- Strategic missile sites and military bases
- Centers of government, such as Washington, D.C. or state capitals
- Important transportation and communication centers
- Manufacturing, industrial, technology and financial centers
- Petroleum refineries, electrical power plants and chemical plants
- Major airfields and shipping ports

Taking shelter during a nuclear attack is absolutely necessary. There are two kinds of shelters—blast and fallout.

Blast shelters offer some protection against blast pressure, initial radiation, heat and fire, but even a blast shelter could not withstand a direct hit from a nuclear detonation.

Fallout shelters do not need to be specially constructed for that purpose. They can be any protected space, provided that the walls and roof are thick and dense enough to absorb the radiation given off by fallout particles. The three protective factors of a fallout shelter are shielding, distance, and time.

- **Shielding.** The heavier, dense materials—thick walls, concrete, bricks, books and earth between you and the fallout particles the better.
- **Distance.** The more distance between you and the fallout particles the better. An underground area, such as a home or office building basement, offers more protection than the first floor of a building. A floor near the middle of a high-rise may be better, depending on what is nearby at that level on which significant fallout particles would collect. Flat roofs collect fallout particles so the top floor is not a good choice, nor is a floor adjacent to a neighboring flat roof.
- **Time.** Fallout radiation loses its intensity fairly rapidly. In time, you will be able to leave the fallout shelter. Radioactive fallout poses the greatest threat to people during the first two weeks, by which time it has declined to about 1% of its initial radiation level.

Remember that any protection, however temporary, is better than none at all, and the more shielding, distance and time you can take advantage of, the better.

ELECTROMAGNETIC PULSE

In addition to other effects, a nuclear weapon detonated in or above the earth's atmosphere can create an electromagnetic pulse (EMP), a high-density electrical field. EMP acts like a stroke of lightning but is stronger, faster and briefer. EMP can seriously damage electronic devices connected to power sources or antennas. This includes communication systems, computers, electrical appliances, and automobile or aircraft ignition systems. The damage could range from a minor interruption to actual burnout of components. Most electronic equipment within 1,000 miles of a high-altitude nuclear detonation could be affected. Battery powered radios with short antennas generally would not be affected.

Although EMP is unlikely to harm most people, it could harm those with pacemakers or other implanted electronic devices.

What to do before a nuclear or radiological attack:

- Be alert and listen to your local news and radio stations.
- Assemble and maintain a disaster supply kit with food, water, medications, fuel and personal items adequate for up to 2 weeks—the more the better.

- Find out what public buildings in your community may have been designated as fallout shelters. It may have been years ago, but start there, and learn which buildings are still in use and could be designated as shelters again.
- Call your local emergency management office.
- Look for yellow and black fallout shelter signs on public buildings. Note: With the end of the Cold War, many of the signs have been removed from the buildings previously designated.
- If no noticeable or official designations have been made, make your own list of potential shelters near your home, workplace and school: basements, or the windowless center area of middle floors in high-rise buildings, as well as subways and tunnels.
- Give your household clear instructions about where fallout shelters are located and what actions to take in case of attack.
- The City of Santa Clarita has designated all high school gymnasiums, the College of the Canyons gymnasium, the Community Center in Newhall and the Sports Complex in Canyon Country as emergency shelters.
- If you live in an apartment building or high-rise, talk to the manager about the safest place in the building for sheltering, and about providing for building occupants until it is safe to go out.
- There are few public shelters in many suburban and rural areas. If you are considering building a fallout shelter at home, keep the following in mind:
 - A basement, or any underground area, is the best place to shelter from fallout. Often, few major changes are needed, especially if the structure has two or more stories and its basement—or one corner of it—is below ground.
 - Fallout shelters can be used for storage during non-emergency periods, but only store things there that can be very quickly removed. (When they are removed, dense, heavy items may be used to add to the shielding.)
 - All the items you will need for your stay need not be stocked inside the shelter itself but can be stored elsewhere, as long as you can move them quickly to the shelter.
 - Learn about your community's evacuation plans. Such plans may include evacuation routes, relocation sites, how the public will be notified and transportation options for people who do not own cars and those who have special needs.

WHAT TO DO DURING A NUCLEAR OR RADIOLOGICAL ATTACK:

If you hear an attack warning:

- Take cover as quickly as you can (if you are alone and outside, HEAD TO THE GYMNASIUM or, if you are outside with students, ESCORT YOUR STUDENTS TO THE GYMNASIUM, and stay there until instructed to do otherwise. You must hurry. After receiving a warning, you have very little time to find shelter.
- If you are caught outside, unable to get inside immediately, take cover behind anything that might offer protection. Lie flat on the ground and cover your head.
- If you are inside, STAY INSIDE. Move as far away from windows as possible and get under as much cover as possible, e.g., desks, tables, etc. Remain in that location until you receive other instructions.

SPECIFIC EVENT EMERGENCY PROCEDURES

- If the explosion is some distance away, it could take 30 seconds or more for the blast wave to hit.
- Do not look at the flash or fireball—it can blind you.
- Protect yourself from radioactive fallout. If you are close enough to see the brilliant flash of a nuclear explosion, the fallout will arrive in about 20 minutes. Take shelter, even if you are many miles from ground zero—radioactive fallout can be carried by the winds for hundreds of miles. Remember the three protective factors: shielding, distance and time.
- Keep a battery-powered radio with you, and listen for official information. Follow the instructions given. Local instructions should always take precedence: officials on the ground know the local situation best.

WHAT TO DO AFTER A NUCLEAR OR RADIOLOGICAL ATTACK:

- Do not leave the shelter until officials say it is safe. Follow their instructions when leaving.
- If in a fallout shelter, stay in your shelter until local authorities tell you it is permissible or advisable to leave. The length of your stay can range from a day or two to four weeks.
- Contamination from a radiological dispersion device could affect a wide area, depending on the amount of conventional explosives used, the quantity of radioactive material and atmospheric conditions.
- A “suitcase” terrorist nuclear device detonated at or near ground level would produce heavy fallout from the dirt and debris sucked up into the mushroom cloud.
- A missile-delivered nuclear weapon from a hostile nation would probably cause an explosion many times more powerful than a suitcase bomb, and provide a greater cloud of radioactive fallout.
- The decay rate of the radioactive fallout would be the same, making it necessary for those in the areas with highest radiation levels to remain in shelter for up to a month.
- The heaviest fallout would be limited to the area at or downwind from the explosion, and 80% of the fallout would occur during the first 24 hours.
- Because of these facts and the very limited number of weapons terrorists could detonate, most of the country would not be affected by fallout.
- People in most of the areas that would be affected could be allowed to come out of shelter and, if necessary, evacuate to unaffected areas within a few days.
- Although it may be difficult, make every effort to maintain sanitary conditions in your shelter space.
- Water and food may be scarce. Use them prudently but do not impose severe rationing, especially for children, the ill or elderly.
- Cooperate with shelter managers. Living with many people in confined space can be difficult and unpleasant.

RETURNING TO YOUR HOME:

- Keep listening to the radio for news about what to do, where to go, and places to avoid.
- If your home was within the range of a bomb's shock wave, or you live in a high-rise or other apartment building that experienced a non-nuclear explosion, check first for any sign of collapse or damage, such as:
 - Toppling chimneys, falling bricks, collapsing walls, plaster falling from ceilings;
 - Fallen light fixtures, pictures and mirrors;
 - Broken glass from windows;
 - Overturned bookcases, wall units or other fixtures;
 - Fires from broken chimneys; and
 - Ruptured gas and electric lines.
- Immediately clean up spilled medicines, drugs, flammable liquids, and other potentially hazardous materials.
- Listen to your battery-powered radio for instructions and information about community services.
- Monitor the radio and your television for information on assistance that may be provided. Local, state and federal governments and other organizations will help meet emergency needs and help you recover from damage and losses.
- Broken water mains and fallen power lines may aggravate the danger at hand.

If you turned gas, water and electricity off at the main valves and switch before you went to shelter:

- Do not turn the gas back on. The gas company will turn it back on for you or you will receive other instructions.
 - Turn the water back on at the main valve only after you know the water system is working and water is not contaminated.
 - Turn electricity back on at the main switch only after the gas company has checked your home for gas leaks, you know the wiring is undamaged in your home and the community electrical system is functioning.
- Check to see that sewage lines are intact before using sanitary facilities.

SPECIFIC EVENT EMERGENCY PROCEDURES

Severe Weather

BEFORE A WEATHER EMERGENCY:

The Santa Clarita Valley's climate is described as "semi-arid" or "Mediterranean" and is generally hot and dry during most of the year. Winter temperatures average between 40 and 65 degrees and summer temperatures average from 70 to 100 degrees.

Despite these nearly ideal weather conditions, the Valley does experience some weather extremes that have, from time to time, impacted college operations.

In most weather situations, there is a fair amount of warning and the administration will post information on the college website to help the college community prepare.



WHEN A WEATHER EMERGENCY OCCURS:

Despite the improving accuracy of weather reporting, worse than anticipated weather has the potential to occur, potentially causing impacts on the college, the community and transportation modes and corridors. In that regard, the college will do its best to keep everyone informed – either via postings on the website or, if necessary, through "COC Alerts."

Highest Probability Weather Events

Extreme Wind: Santa Ana winds are common to the Santa Clarita Valley and, in fact, to all of southern California. These are winds that generally blow from the east to the west and often reach speeds from 40 mph to more than 100 mph. They can be very destructive to property; provide a hazardous driving environment; and can make being out of doors quite difficult and even dangerous.

What do I do when these winds are blowing?

- Make sure you stay informed about predicted strong wind events through media.
- Plan for extra time in transit to and from the college.
- Be mindful of windborne objects while driving or walking.
- Secure objects that could become windborne.
- Avoid downed power lines.
- When out of doors, wear eye protection if possible.
- Keep outdoor time to a minimum.
- As a precaution when inside, stay away from windows or glass doors.
- If power goes out as a result of the storm, be mindful of traffic lights that may not be functioning normally and drive defensively.
- Report any dangerous wind-caused situations to Campus Safety.

(Note: Santa Ana winds are often accompanied by extremely low humidity, increasing fire danger and even causing people to become dehydrated. Adequate fire safety and re-hydration steps should be taken by everyone.)

Flooding/snow: Despite being in a “semi-arid” climate, history has shown that certain weather conditions can bring enormous amounts of rain in short periods of time to the Santa Clarita Valley and both College of the Canyons campuses. Flooding can occur at either of the college’s campuses causing unpredictable situations that could disrupt operations. Also, on rare occasions the Valley may receive enough snow to warrant a delay in opening its campuses or a general college closure.

What do I do when floods occur?

- Make sure you stay informed about potential flooding/closures through mass media and/or the college website. Short notice closures or delays in openings may be the subject of messaging through “COC Alerts.”
- Check the college website for any delay or closure notices.
- Adopt cautious and defensive driving habits; make sure you have good tires on your car and your windshield wipers are working properly.
- When driving:
 - Watch for severe potholes overpasses or bridges that are impacted by fast-running water.
 - Watch for pooling of water on roadways.
 - Watch for washed-out roadways, or roadways impacted by falling rocks or mudslides.
 - Drive at a safe speed and avoid hydroplaning.
 - Remember it is State law that your car's headlights must be turned on when your windshield wipers are in operation.
- When walking:
 - Be mindful of any vehicles that may be out of control in your vicinity.
 - Avoid any downed power lines (water conducts electricity!).
 - Don't step in fast-moving water or any water where the depth is uncertain.
 - Always move to higher ground and avoid low-lying areas.
- Flood waters are not clean so they should be avoided. Remember that they often will contain harmful chemicals, bacteria, dangerous objects, harmful animals such as snakes, and other hazards.
- Report any dangerous, flood-caused situations immediately to Campus Safety.

Mudslides: Much like flooding, mudslides and significant land movement can occur on our campuses. Follow the suggestions for “flooding” above and::

- Quickly move out of the path of any mudslide, land movement or debris flow. The best direction to move is perpendicular to the flow and towards higher ground.
- If you cannot escape getting caught in a flow, curl into a tight ball and protect your head.
- Report any dangerous, mudslide-caused situation immediately to Campus Safety.
- Try to be aware of others who may also be involved and provide a complete report to rescuers.

SPECIFIC EVENT EMERGENCY PROCEDURES

Lightning: The National Weather Service reports that lightning can strike anywhere in the country at any time of year! The Weather Service advises:

*“There is no safe place outside when thunderstorms are in the area. If you hear thunder, you are likely within striking distance of the storm. Just remember, **When Thunder Roars, Go Indoors!** Too many people wait far too long to get to a safe place when thunderstorms approach. Unfortunately, these delayed actions lead to many of the lightning deaths and injuries in the U.S.*

The best way to protect yourself from lightning is to avoid the threat. You simply don’t want to be caught outside in a storm. Cancel or postpone activities early if thunderstorms are expected. Monitor weather conditions and get to a safe place before the weather becomes threatening. Substantial buildings and hard-topped vehicles are safe options.

A safe shelter from lightning is either a substantial building or an enclosed metal vehicle. A safe building is one that is fully enclosed with a roof, walls and floor, and has plumbing or wiring. Once inside, stay away from showers, sinks, bath tubs, and electronic equipment such as stoves, radios, corded telephones and computers.

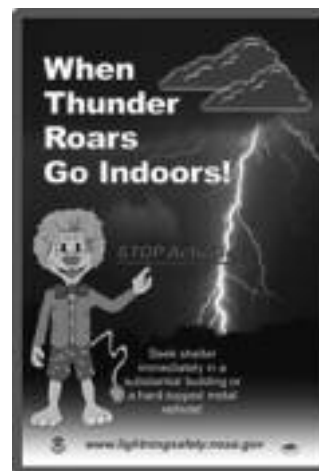
A safe vehicle is any fully enclosed metal-topped vehicle such as a hard-topped car, minivan, bus, truck, etc. While inside a safe vehicle, do not use electronic devices such as radio communications during a thunderstorm.

If you drive into a thunderstorm, slow down and use extra caution. If possible, pull off the road into a safe area. Do not leave the vehicle during a thunderstorm.

Unsafe vehicles include golf carts, convertibles, motorcycles, or any open cab vehicle.”

What do I do if someone is struck by lightning?

- Victims will likely need immediate medical attention.
- Call 911 and then notify Campus Safety.
- If more than one person is struck, treat those who are unconscious first – they are at greatest risk.
- A person struck by lightning may appear dead, with no pulse or breath.
- Lightning victims do not carry an electrical charge and are safe to touch.
- Victims can often be resuscitated through CPR or by use of an Automated External Defibrillator if needed and available.



Shelter In Place

In general terms, sheltering in place involves moving to a defensible space and making that space secure against a safety hazard. While we often think this applies to only shooters or other dangerous people on campus, it also applies to certain chemical or biological substance spills on area roadways, the conditions of which may preclude evacuation.

Notification

While an emergency situation may occasionally be obvious by the smell of a chemical or the sound of a gunshot, the more likely way you will find out about an emergency situation that will require a “shelter in place” order will be by notification through our “COC Alert” system. That system provides emergency information and direction by a number of means including: text messaging, email messaging, voicemail, etc.

It is important to note that the wide variety of cell phone providers available today have different coverage patterns, so it is probable that you may receive a cell phone notification while someone sitting next to you (with another provider) may not.

So, in the interest of safety, please make sure you call out to those around you that you have received an emergency message requiring immediate action and follow the instructions given.

Shelter in place basics:

1. Go to a room you can lock. Your instructors should discuss this with you during the first day of class, for each of your classes.
2. Lock the door if possible, otherwise move heavy furniture in front of the door and/or secure the door any way you can.
3. Close any exterior blinds.
4. Turn out the lights.
5. Turn off ringers on phones, turn off radios, remain quiet. (At night, keep phone “glow” to a minimum).
6. Remain in place until law enforcement or a campus authority known to you (including a COC Alert message), gives the “all clear.”
7. Follow all directions received from campus Emergency Notification System “COC Alert.”
8. **For a chemical spill**, follow the additional instructions in the Chemical and Hazardous Materials section of this guide.
9. **For a shooter or other law enforcement action**, follow the additional steps in the Shooter section of this guide.

Suspicious Package or Mail

SUSPICIOUS PACKAGES:

The likelihood of receiving a life-threatening package is remote. However, a small number of life-threatening packages have been discovered over the years in various parts of the Country, and they can result in death, injury and/or destruction of property.

Keep in mind that an explosive, or other life threatening items (razorblades, chemical and biological items, etc.) can be enclosed in either a parcel or an envelope, and its outward appearance is limited only by the imagination of the sender.

Since 9 -11 and the ensuing anthrax scares, a great deal of information has been published about what constitutes a “suspicious package.” Much of that information focuses on unique characteristics of an individual package, and while that is great information to have, please know that clever individuals will always “step up” the “art” of sending dangerous packages and that anyone who handles or receives a package from the Post Office or through a parcel service should pause long enough to consider whether the package is expected and examine the package carefully before opening it. A “normal” looking package could easily have harmful contents. Extra caution and awareness just makes good sense.



WHAT SHOULD I LOOK FOR?

The U.S. Postal Service suggests that extra caution be taken if a package or envelope contains:

- Postal irregularities, including excessive postage, no postage, or unusual stamps.
- Return address irregularities:
 - no return address
 - return address that does not match the postmark
 - a return address that is not familiar to the person receiving the item.
- Delivery address irregularities, including a title with no name, or the wrong title with a name.
- Badly typed or poorly written addresses.
- Misspelled names or words.
- Restrictive markings or special handling instructions, such as “Personal,” “Confidential,” “Special Delivery,” “Open by Addressee Only,” etc.
- A rigid or bulky envelope.
- An oddly shaped, unevenly-weighted, lopsided, or lumpy package or envelope.
- A strange odor coming from the package or envelope.
- Oily stains or discoloration on the package or envelope.

- Protruding wires or tinfoil.
- Over-wrapping with excessive securing material such as tape or string.
- A package or envelope, personally addressed to you, that is not expected
- A package left by an unknown person
- A package that is improperly delivered (Is left in an unlikely place.)

Although the presence of one or more of these conditions does NOT mean, for certain, that there is a bomb or dangerous substance in the package, their mere presence should warrant extra care in handling.

WHAT SHOULD I DO WITH A SUSPICIOUS PACKAGE?

- Anyone handling packages or mail on District property should either wear surgical type protective gloves or have them immediately available.
- IMMEDIATELY notify a supervisor and Campus Safety.

**Valencia – Dial “7” from any campus phone extension or call
Campus Safety at (661) 510-3882.**

**Canyon Country – Dial “77” from any campus phone extension or call
CCC Safety at (661) 362-3977.**

- Put the package or envelope down on a stable surface; do NOT sniff, touch, taste, shake, open or come into contact with any powder or fluid that might have spilled.
- Evacuate the immediate area, close the doors and ensure that no one else enters but Campus Safety personnel and/or first responders.
- If possible, shut off the ventilation system.
- Turn off two-way radios and base stations if wires/tin foil or other indications of an explosive device exist.
- Wash hands with soap and warm water and rinse thoroughly to prevent spreading potentially infectious material to your face and skin.
- DO NOT CLEAN UP suspicious powders or other residue.
- Remove contaminated clothing as soon as possible and place in a plastic bag or other container that can be sealed. Give to emergency responders.
- Create a list of all people who were in the area or who may have come into contact with the package/envelope since its arrival on campus.

WHAT HAPPENS AFTER A SUSPICIOUS PACKAGE IS REMOVED?

- Follow the directions of the Emergency Operations Center on campus, other college officials and first responders/law enforcement.
- Remain alert for similar packages or envelopes in the same batch or in later deliveries. Always remain alert to the possibility that a subsequent mail/package could arrive on campus after a few days, a few weeks, or even a few months.
- Don't speculate about the contents of the suspicious mail/package.

Utility Failure

This category of campus emergency is defined as an unplanned, unexpected and indeterminate massive disruption of power, gas, water, sewer or other major system that the college depends upon to maintain a safe and habitable environment for its faculty, staff, students and visitors.



WHEN A UTILITY EMERGENCY OCCURS:

- In most cases a utility failure will be self evident: power, water, or gas will cease to function and their resulting impacts will be obvious throughout the campuses.
- While, historically, a few utility failures have occurred as a result of equipment malfunction or failure at one of our campuses, the far higher incidences of utility failures have had their causes off campus and have been the responsibility of “providers” to identify and resolve.
- When a failure occurs off campus, it generally affects an area larger than our campuses and simply obtaining information regarding cause and estimated times of repair can take hours.
- When a failure occurs, the facilities department will assess the situation and report the immediate prognosis to the pre-designated Incident Commander who will determine whether the ICS should be activated and, coordinating with the administration, determine what steps need to be taken regarding the college’s immediate and/or long term operation. Decisions will be transmitted to the campus community through established (and appropriate) communications channels.
- In most cases, campuses will remain open and all business and instructional operations will continue to the maximum extent possible.

When a power failure occurs:

- Remain calm.
- Emergency lighting will activate.
- Campus emergency generators will activate (key systems).
- Elevators should automatically descend to the lowest level and open.
- Electronic door access systems will continue to function.
- Heating and AC system blowers will shut down.
- Fire alarm system will continue to function.
- Should fire alarms sound, follow normal building evacuation procedures.
- If no alarm sounds, no immediate danger exists, and if you determine you can continue your work safely, remain where you are and await clarifying information.
- Faculty retains the discretion to cancel the remainder of a class if instructional quality or student safety is compromised. Report any cancellation decisions up the chain of command.

When a gas leak occurs:

- If you detect a strong odorized natural gas smell, move to a place where the aroma is not detected and notify Campus Safety immediately.
- Do not switch on lights or any electrical equipment.
- Extinguish all flames.
- Evacuate the area and notify others in your building.
- Prevent others from entering the building.
- Wait at the evacuation site until Campus Safety or response teams arrive.
- Provide them with complete information.
- Responders (campus personnel and/or first responders) will assess the situation and inform the Incident Commander about the actual and potential impacts to the campuses.
- If the gas leak is off campus, the Facilities Department will attempt to obtain information from the supplier and inform the Incident Commander who will determine what communication or actions are required.

When the water supply is interrupted:

- The Facilities Department will assess the situation, attempt to contact the off campus supplier regarding the anticipated duration of the problem and inform the Incident Commander about the actual and potential impacts to the campuses.
- The Incident Commander will communicate significant changes to normal college routine to all affected groups and individuals.

EMERGENCY UTILITY SHUT-DOWN PROCEDURES

In the event of a disaster in which major structural damage is sustained, it is advisable to turn off all campus utilities. Electricity and natural gas are of primary concern.

UTILITY	LOCATION	ACCESS	TOOLS	NOTES
GAS	Bunker East of PE-Building, near access road between Practice Field and east end of PE.	A-12 key	Spanner on wall	Gas valve is painted red
ELECTRIC	Bunker on West Road between Softball and Baseball Fields by parking lot #9	A-12 key	None	Shut down switch gear on left side as you enter bunker
WATER	Just east of West Road, approx. 200 ft. Plate located on sidewalk by Valencia Blvd	Sidewalk plate	Screwdriver or pry bar.	Turn "T" handle <u>clockwise</u> until tight

Violent or Threatening Behavior



VIOLENT BEHAVIOR:

Understanding various terms and concepts regarding violent or threatening behavior will assist members of the campus community in identifying and reacting/responding in the most appropriate and helpful ways.

Violent behavior includes any behavior, whether intentional or reckless, which results in bodily injury to another person and/or damage to property.

Violent behavior can include, but is not limited to, the following:

- Physically assaulting a person, including slapping, hitting, punching, pushing, poking or kicking.
- Threats to inflict physical harm.
- Arson, sabotage, equipment vandalism, damaging or destroying property, throwing or hitting objects.
- Displaying a weapon or an object which appears to be a weapon in a threatening manner.
- Carrying a firearm of any kind onto District owned or controlled property.
- Using a weapon to harm someone.
- Using greater physical size/strength to intimidate another.
- Intimidating or threatening gestures, bullying or hazing.
- Intimidating, threatening, hostile or abusive language directed toward another person that communicates the intention to engage in violence against that person and leads a reasonable person to expect that violent behavior may occur.
- Stalking another person.

Threatening behavior includes any behavior, whether intentional or reckless, that by its nature would be interpreted by a reasonable person as intent to harm another person or damage property belonging to another. Threats may be oral, written, or communicated through conventional mail, electronic, fax, or telephonic means and may be direct or implied.

There are many causes for violent or threatening behavior, but many result from people being in psychological or emotional crisis. This kind of behavior often results when an individual's usual style of coping is no longer effective, and the physiological response begins to escalate to a point where the person may become disoriented, non-functional or attempt harm.

Crisis can be a result of an emotionally stressful event or a traumatic change in one's life.

If a person is in a serious mental health crisis, the following symptoms (in addition to the symptoms of distress) may exist:

- Suicidal statements – verbal or in writing.
- Violent statements – verbal or in writing.
- Destruction of property or other criminal acts.
- Inability to communicate (garbled or slurred speech, incoherent thoughts).
- Loss of contact with reality (i.e. seeing or hearing things that are not present, statements at odds with reality).
- Extreme anxiety resulting in panic reactions.
- Highly disruptive behavior (i.e. hostility, aggression, violence).
- The College has formed a Behavioral Intervention Team (BIT) designed to assist students who may be in the early stages of a personal crisis which may surface as observable changes in behavior, or by direct disclosure from the student. The BIT team consists primarily of the Director of Campus Safety; the Dean of Student Services and the Director of the Student Health and Wellness Center. Questions regarding concerns a faculty or staff member may have about a particular student of interest should be addressed directly to these team members to seek advice before referring the person in "crisis" to the team since each circumstance is different. However, if violence has occurred or if it is believed to be imminent, contact Campus Safety immediately!

WHEN VIOLENT OR THREATENING BEHAVIOR OCCURS:

- If you are a victim of, or witness to, violent or threatening behavior by others, avoid confrontation and immediately contact Campus Safety. Provide Campus Safety:
 - Nature of the incident or threat
 - Location
 - Description of person(s) involved
 - Description of property involved
 - Description of weapons involved
 - Description of injuries

**Valencia – Dial “7” from any campus phone extension or call
Campus Safety at (661) 510-3882.**

**Canyon Country – Dial “77” from any campus phone extension or call
CCC Safety at (661) 362-3977.**

- Campus Safety will notify the pre-designated, campus Incident Commander.
- If a person becomes disruptive (violent, threatening, bizarre behavior), contact Campus Safety.
- Keep a safe distance from anyone acting violently or bizarrely and encourage others to keep clear until trained assistance arrives.
- If a weapon is involved, flee to a safe area. If possible, keep the subject in view so you can assist responders.
- Should behavior escalate to the level of “active shooter” or “hostage” situations, follow the procedures elsewhere in this plan.

SPECIFIC EVENT EMERGENCY PROCEDURES

Wildlife Issues

The mild southern California climate that we enjoy on our campuses also makes this area an ideal habitat for many types of wildlife. Over the years, the college has made an attempt to live harmoniously with a wide variety of creatures that call our campuses home and, for the most part, that strategy has been a successful and enriching experience.

While we rarely experience visits from the live versions of our college's mascot – the California Cougar – or the California black bear, it is still a possibility.

Creatures that may be encountered more frequently are coyotes, owls, ducks, bobcats, rodents of several varieties, ravens, bees, bats, raccoons, bobcats, tarantulas, spiders and snakes.

The District has adopted a “hands off” attitude towards interactions with wildlife on its campuses and has actively promoted the following campus demeanor:

Please let our wildlife stay wild! Don't feed them, approach them, touch them, or otherwise interfere with them!

The **best advice** when one encounters any of these creatures is to simply stay away from them and, in the case of any animals that may cause a safety issue, to call the switchboard or campus safety and make a report.

**Valencia – Dial “7” from any campus phone extension or call
Campus Safety at (661) 510-3882**

**Canyon Country – Dial “77” from any campus phone extension
(The CCC Safety office phone number is (661) 362-3977)**

The following paragraphs highlight information about, and response to, encounters with:

- Bats
- Black Bears
- Black Widow Spiders
- Bobcats
- Cougars
- Coyotes
- Raccoons
- Snakes

(Sources of the information have been listed for each item.)

BATS

(Excerpted from information provided by the Center for Disease Control (CDC); the California Department of Public Health; and the California Department of Fish and Game.)



Many species of bats have been identified in California: Four species of leaf-nosed bats; 19 species of vesper bats; and 4 species of free-tailed bats.

All bats are protected species in California.

When people think about bats, they often imagine things that are not true. Bats are not blind. They are neither rodents nor birds. They will not suck your blood — and most do not have rabies. Bats play key roles in ecosystems around the globe, from rain forests to deserts, especially by eating insects, including agricultural pests.

Worldwide, bats are major predators of night-flying insects that cost farmers billions of dollars annually. Seed dispersal and pollination by bats are vital to rain forest survival. Studies of bats have contributed to medical advances, including development of navigational aids for the blind.

Description:

Bats are often thought of as flying mice, but they are more closely related to primates, including humans, than they are to mice. Bats are unique among mammals because they fly. As with most other mammals, the bat's body is covered by hair, with the exception of its wings. Although bats have the same basic arm and hand bones found in humans and most other mammals, the bat's hand and finger bones are very long and slender and there are only 4 digits. The delicate-looking skin between the arms, fingers, body, legs, and feet looks delicate, but is extremely resistant to tearing by sharp objects.

Habitat:

Depending on the species and the time of year, bats can be found roosting in groups or individually in caves, mines, crevices, under bridges and in tree hollows. People are most likely to see bats at dusk, when they emerge from their roosts to seek water and their insect prey. People may also encounter bats in buildings, where warm, quiet attic space is available for them to raise their young.

Bats and Rabies:

Most bats don't have rabies. For example, even among bats submitted for rabies testing because they could be captured, were obviously weak or sick, or had been captured by a cat, only about 6% had rabies. Just looking at a bat, you can't tell if it has rabies. Rabies can only be confirmed in a laboratory. But any bat that is active by day or is found in a place where bats are not usually seen like in your home or on your lawn just might be rabid. A bat that is unable to fly and is easily approached could very well be sick.

What is rabies and how do people get it?

Rabies is an infectious viral disease that affects the nervous system of humans and other mammals. People get rabies from the bites of animals with rabies (rabid animals). Any wild mammal, like a raccoon, skunk, fox, coyote, or bat, can have rabies and transmit it to people. It is also possible, but rare, that people may get rabies if infectious material from a rabid animal, such as saliva, gets directly into their eyes, nose, mouth, or a wound.

SPECIFIC EVENT EMERGENCY PROCEDURES

Because rabies is a fatal disease, the goal of public health is, first, to prevent human exposure to rabies by education and, second, to prevent the disease by vaccination treatment if exposure occurs. Tens of thousands of people are successfully vaccinated each year after being bitten by an animal that may have rabies. A few people die of rabies each year in the United States, usually because they do not recognize the risk of rabies from the bite of a wild animal and do not seek medical advice.

How can I tell if a bat has rabies?

Rabies can be confirmed only in a laboratory. However, any bat that is active by day, is found in a place where bats are not usually seen (for example, in a room in your home or on the lawn), or is unable to fly is far more likely than others to be rabid. Such bats are often the most easily approached. Therefore, it is best never to handle any bat.

What should I do if I come in contact with a bat?

If you are bitten by a bat — or if infectious material (such as saliva) from a bat gets into your eyes, nose, mouth, or a wound — wash the affected area thoroughly and get medical advice immediately. Whenever possible, the bat should be captured and sent to a laboratory for rabies testing.

Rabies Symptoms:

The early symptoms of rabies in people are similar to that of many other illnesses, including fever, headache, and general weakness or discomfort. As the disease progresses, more specific symptoms appear and may include insomnia, anxiety, confusion, slight or partial paralysis, excitation, hallucinations, agitation, hypersalivation (increase in saliva), difficulty swallowing, and hydrophobia (fear of water).

People usually know when they have been bitten by a bat. However, bats have small teeth, which may leave marks not easily seen, and some situations require that you seek medical advice even in the absence of an obvious bite wound. For example, if you awaken and find a bat in your room, or if you see a bat in the room of an unattended child, or near a mentally impaired or intoxicated person, seek medical advice and have the bat tested.

People cannot get rabies just from seeing a bat in an attic, in a cave, or at a distance. In addition, people cannot get rabies from having contact with bat guano (feces), blood, or urine, or from touching a bat on its fur (even though bats should never be handled!).

BEES

For the purposes of this plan, “bees” refer to honeybees and Africanized honeybees.

(Excerpted from Los Angeles County West Vector & Vector-Borne Disease Control District)

The honeybee we are all familiar with in California is actually a non-native insect species. The European honeybee (*Apis mellifera*) was originally brought to the Americas by colonists from Europe.

These are the bees that beekeepers commonly use for honey production and pollination of our crops. Several different subspecies of this honeybee now exist throughout the United States. Most people believe that they have always been here.



What about the Africanized Honey Bee?

The Africanized honeybee (AHB) is more a recent addition to our state. It is known as the more aggressive relative of the European honeybee (EHB). The AHB has taken an interesting path to become established in Southern California.

When EHB's were brought here by colonists, they survived quite well in North America and were good honey producers. However, they did not fare as well in the tropical climate of South America. This habitat was very different than Europe where the EHB's evolved.

Honeybees from Africa thrive in tropical climates. These bees are also very aggressive in their defensive behavior. In 1956, African honeybees (*Apis mellifera scutellata*) were imported from Tanzania (Africa) to Brazil (South America) as a way to increase honey production. It was thought that by crossbreeding the African honeybees with the EHBs, they could produce a bee that would thrive in the tropics like the African honeybee but with the more docile nature of the EHB.

Unfortunately, they were unable to produce a mix that was easy for beekeepers to work with and still do well in the tropics. All the hybrid bees retained the African bee's aggressive behavior. This mix between the African honeybee and the EHB was labeled the "Africanized honey bee" (AHB).

In 1957, these AHBs escaped from an apiary near Rio Claro, Sao Paulo, Brazil, and have spread northward ever since. Not only does this hybrid bee spread through swarming, it also interbreeds with EHBs in new areas. The offspring of these bees are also considered "Africanized" and the less aggressive EHBs gradually disappear.

Where are Africanized honeybees now?

After being released in Brazil, AHBs then spread through Central America and up into North America. They were first reported in Mexico in 1985. Only five years later, the first AHBs were found in the U.S., at the Texas border town of Hidalgo in October or 1990. The first California record was in Blythe in 1994. Los Angeles didn't have to wait long, with its first AHB colony discovered in the City of Lawndale in 1998. Today, most counties in Southern California are considered colonized by Africanized honeybees.

Though they look identical and share common behavior, there are some notable differences between AHBs and EHBs:

- AHBs tend to swarm more times per year than the EHBs. They will also fly further before establishing a new hive.
- AHBs have a shorter development time. They go from egg to emerging adult in fewer days than EHBs.
- AHBs fill a higher percentage of their comb with developing bees (brood) as opposed to storing honey for winter as the EHBs are known to do.
- AHBs (on average) are slightly smaller than EHBs.
- The difference that concerns us most, is the more aggressive nature of the AHBs when their hive is disturbed.

SPECIFIC EVENT EMERGENCY PROCEDURES

Africanized honeybees respond more quickly when disturbed than do EHBs. They send out three to four times as many workers in response to a threat. They will also pursue and intruder for a greater distance from the hive. An important thing to remember is that the behavior of even a single AHB or EHB colony can vary greatly on any given day.

Inappropriately labeled “killer bees,” the sting of the AHB is no more venomous than that of the EHB. Each bee delivers only one sting. AHBs are more aggressive and more bees deliver stings than EHB, resulting in more venom. Although people have died as a result of 100-300 stings, it has been estimated that the average lethal dose for an adult is 500-1000 bee stings.

As a general rule, stay away from all honeybee swarms and colonies. If you accidentally encounter bees, do not panic, but remain calm and quietly retreat until the bees are out of sight. If forced to run, use your arms and hands to protect your face and eyes from possible stings. Quickly take shelter in a car or building. Water or thick brush does not offer adequate protection.

Do not disturb or tease bees, and do not try to remove bees yourself. Do not shoot at, spray water at, throw rocks at, or douse bee colonies with chemicals. This will only irritate the bees. Also, **do not** attempt to control bees with aerosol pesticides.

What to do if stung

For stings in general:

- Quickly move to a safe area.
- Remove the stinger or stingers as soon as possible.
- Scrape the stinger out with either a fingernail or credit card if readily available. Pulling out the stinger with your fingers is also an acceptable method since research has shown that removing the stinger as soon as possible is more important than the actual method of removal when it comes to minimizing the venom received.
- Wash the sting area with soap and water.
- Apply an ice pack for a few minutes to relieve pain and swelling.

For multiple stings or hypersensitive individuals:

- Seek immediate professional medical care.
- Remove the stinger or most stingers as soon as possible.
- Count the number of stingers removed. This information will assist medical personnel in treatment.
- Watch for breathing and/or vision difficulties.

BLACK BEARS

(Information excerpted from the California Department of Fish and Game)

California has a large population of black bears (*ursus americanus*), estimated at 16,000 to 24,000 animals. Black bears range in color from black to cinnamon, often with a white blaze on the chest. Males are much larger than females. On average, a black bear is about 3-1/2 feet tall (standing on all four feet) and weighs about 200 pounds, but some males can weigh over 500 pounds. Black bears are strong swimmers and tree climbers. Although they have a clumsy walk, they are surprisingly fast sprinters, reaching speeds of up to 30 miles per hour.



In the wild, black bears occupy forests and wooded mountain areas. They are omnivorous, meaning they eat both meat and vegetation. They eat whatever is available, depending on the season. A typical diet consists of berries, plants, nuts, roots, fruit, honey, honeycombs, bees, insects, and larvae. Bears also catch and eat fish and small mammals, and will eat carrion (dead animals).

Never approach a bear. Give it plenty of room to pass by. Most black bears try to avoid confrontation when given a chance.

If you encounter a bear:

Do not run from a bear. Running away from a black bear may stimulate its instinct to chase. You cannot outrun a bear. Instead, stand and face the animal. Make eye contact without staring. If you have small children with you, pick them up so that they do not run or panic. Give the bear room so that it can avoid you.

If you encounter a bear cub, do not pick it up! You run the risk of being attacked by a protective mother bear. If you think the cub is abandoned, contact the Department of Fish and Game. Orphaned cubs can be captured, rehabilitated and released, but only by organizations with specific authorization. People who pick up cubs without authorization may be cited.

If a Black Bear Approaches:

Try to demonstrate to the bear that you may be a danger to it. Make yourself appear larger, stand up, raise your arms and open your jacket. Yell at the bear, bang pots and pans or whatever objects you may have with you, and create a general commotion.

If a Black Bear Attacks:

Black bear behavior is quite variable. Research indicates that bear attacks have been avoided or injuries reduced when the victims fought back using any means available. Throwing rocks and striking the bear with branches or camping equipment have been shown to be effective.

BLACK WIDOW SPIDER

Black Widow spiders have, from time to time, been found on both the Valencia and Canyon Country campuses.

We tend to see more spiders as temperatures rise in spring and they generally become more active.

(Information excerpted from OSHA safety guidelines)



SPECIFIC EVENT EMERGENCY PROCEDURES

Description:

The female black widow is normally shiny black, with a red hourglass marking on the underside of the abdomen. The abdominal marking may range in color from yellowish orange to red and its shape may range from an hourglass to a dot. The body of an adult black widow female is about ½-inch long.

Habitat:

The black widow is commonly found in the following places:

- Outdoors – woodpiles, rubble piles, under stones, in hollow stumps, and in rodent burrows, privies, sheds and garages.
- Indoors – undisturbed, cluttered areas in basements and crawl spaces.

Bite Symptoms:

Symptoms for anyone bitten may include nausea, profuse perspiration, tremors, labored breathing, restlessness, increased blood pressure and fever. The pain from the bite will usually persist for the first 8 – 12 hours. Symptoms may continue for several days.

- The bite of the black widow may be painful or it may go unnoticed.
- The skin may display one or two bite marks with local swelling. Pain usually progresses from the bite site and eventually to the abdomen and back.
- Severe cramping or rigidity may occur in the abdominal muscles.

Treatment:

- Clean the bite area with soap and water.
- Apply ice to the bite area to slow absorption of the venom.
- Elevate and immobilize the extremity.
- Capture the spider, if at all possible, for identification purposes.
- Seek medical attention immediately.

BOBCATS

(Information excerpted from Smithsonian National Zoological Park)

The bobcat's fur is short and dense and yellowish or reddish brown with black spots. They have tufted ears, white whiskers, and a relatively short banded tail.

A Bobcat is about twice the size of a domestic cat. On average, a males' head and body length is 869 mm (34 inches) and weigh 12 kg (26.5 pounds); and females are 786 mm (31 inches) long and weigh 9 kg (20 pounds).



Geographic Distribution:

The bobcat has the greatest range of all native North American cats.

Bobcats can be found in much of southern Canada and the United States, except for the Great Lakes region and Ohio and Mississippi valleys, and in parts of Mexico.

Habitat:

Bobcats live in temperate forests, mountains, semi-deserts, deserts, swamps, and scrubland. Protection from severe weather and dense cover for hunting, in addition to abundant prey, are important factors in choosing a home.

Natural Diet:

Snowshoe hares, cottontail rabbits, mice, and other rodents, as well as white-tailed deer, foxes, birds, and other animals are among bobcats' prey.

Life Span:

Bobcats in captivity may live up to 32 years, while wild bobcats live about 12 to 13 years.

Behavior:

Bobcats are solitary animals. Young leave their mother before the next litter is born. They are mainly nocturnal.

Attacks on Humans:

Attacks by bobcats on humans are rare. Normally if a bobcat approaches a human or seems aggressive towards you it is most likely sick or rabid. If attacked, seek medical care promptly.

- Scare off bobcats that do not run away immediately by making loud noises and waving your arms.
- Chase off a bobcat by spraying it with a garden hose.
- Feed pets inside and remove uneaten pet food between feedings.
- If you observe a bobcat in the wild, stop and allow it to escape.

COUGARS

(Information excerpted from the California Department of Fish and Game)

for California residents regarding Cougar encounters:

More than half of California is mountain lion habitat. Mountain lions generally exist wherever deer are found. They are solitary and elusive, and their nature is to avoid humans.

Mountain lions prefer deer but, if allowed, they also eat pets and livestock.

Mountain lions that threaten people are immediately killed. Those that prey on pets or livestock can be killed by a property owner after the required depredation permit is secured. Moving problem mountain lions is not an option. It causes deadly conflicts with other mountain lions already there. Or the relocated mountain lion returns.

Mountain lions are quiet, solitary and elusive, and typically avoid people.

Mountain lion attacks on humans are extremely rare. However, conflicts are increasing as California's human population expands into mountain lion habitat.



SPECIFIC EVENT EMERGENCY PROCEDURES

- Do not hike, bike, or jog alone.
- Avoid hiking or jogging when mountain lions are most active—dawn, dusk, and at night.
- Keep a close watch on small children.
- Do not approach a mountain lion.
- If you encounter a mountain lion, do not run; instead, face the animal, make noise and try to look bigger by waving your arms; throw rocks or other objects. Pick up small children.
- If attacked, fight back.
- If a mountain lion attacks a person, call 911.

COYOTES

(Information excerpted from the California Department of Fish and Game)

The coyote (*Canis latrans*), a member of the dog family, is native to California. It closely resembles a small German shepherd dog with the exception of the long snout and bushy, black-tipped tail. The coyote's high-pitched, yodel-like yapping can frequently be heard at night.

Coyotes are extremely adaptable and can survive on whatever food is available. They hunt rabbits, mice, birds and other small animals, as well as young deer and sheep. They will also feed on the carcasses of dead animals and will accept handouts from people in the form of table scraps, pet food and garbage.

If Coyotes are encountered on campus, let them know they're not welcome. Make loud noises, throw rocks, but don't let them get near you.

Report all sightings or encounters with coyotes to Campus Safety.



RACCOONS

(Excerpted from information provided by L.A. County Department of Animal Care and Control.)

Raccoons (*Procyon lotor*) are common throughout California. They are medium sized animals 12-35+ pounds and 20-40 inches long, including a bushy tail with 4 to 7 black rings. The fur has a salt and pepper appearance with the black mask marking on a whitish face characteristic of the species.

The tracks of raccoons are very distinctive. The hind foot is long, narrow, and rests flat on the ground like those of a bear. The front paw is hand-like, with toes that are long and well separated.

Biology:

Raccoons breed mainly in February and March, but mating may occur from December through June. The gestation period is about 63 days. Most litters are born in April or May, but some late-breeding females may not give birth until June, July or August. Raccoons produce one litter per year. The average litter size is 3 to 5 young. The offspring are weaned between 2 and 4 months and usually stay with the



female until the following spring. Yearling females do not always breed, but adult females normally breed every year, especially if food is plentiful.

The diet of the raccoon is extremely diverse. They will eat fruit, berries, grain, eggs, poultry, vegetables, nuts mollusks, fish, insects, rodents, carrion, pet food and garbage. Individual animals may learn to use specialized foods such as poultry, fruit crops, small livestock or garbage by watching other raccoons. Contrary to popular myth, raccoons do not always wash their food before eating; although they frequently play with their food in water.

Raccoons are nocturnal or nighttime active animals. Urban raccoon populations are frequently underestimated because people seldom see them traveling during the daytime. They are also territorial, particularly the males. Adult males may occupy areas of 3 to 20 square miles; females have a much smaller territory of 1 to 6 square miles. Raccoons den up in hollow trees, drainpipes, homes and buildings, under decks and storage buildings, brush piles, and abandoned burrows.

Damage:

In urban areas, raccoons can damage buildings (particularly attics and roofs), gardens, fruit trees, lawns, garbage cans, and trash containers. They are also attracted to pet food left outdoors and will attack pets. Occasionally, one or more raccoons will establish a communal toilet area. In rural areas, raccoons may feed on farm crops or raid poultry houses.

Disease:

All wildlife species including raccoons can carry diseases and parasites. Raccoons are known carriers of rabies (rare), canine distemper, encephalitis, histoplasmosis, trypanosomiasis, coccidiosis, toxoplasmosis, tularemia, tuberculosis, listeriosis, leptospirosis, roundworms and mange. They can also be infested with fleas, ticks, lice and mites that are known transmitters of disease. Children and pets are particularly at risk.

Problem Prevention:

Raccoons are attracted to urban areas by the easy accessibility of food, water and shelter. Reducing or eliminating the availability of all these factors will encourage raccoons to leave. Tight fitting lids should be kept on garbage cans; pets should be fed during daylight hours and any leftovers removed immediately; water bowls should be emptied or taken in at night; gardens should be frequently harvested and windfall fruit picked up. Food should never intentionally be left out for wild mammals. Raccoons can be excluded from buildings by covering foundation vents with slotted metal vent covers and by using ¼-inch grid screening to cover attic vents and chimneys. They have been known to enter homes through pet doors; be sure these are locked at night. Keep in mind that raccoons are good climbers. Moreover, they are strong animals capable of seizing and pushing or pulling objects with considerable force. Usually raccoons are not inclined to break through walls or fences that are intact and in reasonably good condition. Entry is usually made through open, weak or loose places.

Laws and Regulations:

It is a violation of California State law for any wildlife to be kept as pets. Only authorized wildlife rehabilitators may keep injured or orphaned wildlife and then only for limited periods of time. California Department of Fish and Game regulations prohibit the relocation of raccoons and other wildlife without written permission from the Department. For further information on the legal status of raccoons and other wildlife, contact your local California Department of Fish and Game Regional Office.

SPECIFIC EVENT EMERGENCY PROCEDURES

SNAKES

(Information excerpted from the California Department of Fish and Game and the Santa Clarita Guide website)

California has a variety of snakes, most of which are benign. The exception is California's only native venomous snake - the rattlesnake.

Southern California rattlesnake species include the Western Diamondback, Sidewinder, Speckled rattlesnake, Red Diamond rattlesnake, Southern Pacific, Great Basin rattlesnake and the Mojave rattlesnake. Though rattlesnakes are dangerous if provoked, they also provide humans with a tremendous service. They eat rodents, other reptiles, and insects, and are in turn eaten by other predators.

Generally not aggressive, rattlesnakes strike when threatened or deliberately provoked, but given room they will retreat. Most snakebites occur when a rattlesnake is handled or accidentally touched by someone walking or climbing. The majority of snakebites occur on the hands, feet and ankles.

Rattlesnakes can cause serious injury to humans on rare occasions. The California Poison Control Center notes that rattlesnakes account for more than 800 bites each year with one to two deaths. Most bites occur between the months of April and October when snakes and humans are most active outdoors. About 25 percent of the bites are "dry," meaning no venom was injected, but the bites still require medical treatment.

Rattlesnake "do's" and "don'ts"

First, know that rattlesnakes are not confined to rural areas. They have been found near urban areas, in river or lakeside parks, and at golf courses. Be aware that startled rattlesnakes may not rattle before striking defensively. There are several safety measures that can be taken to reduce the likelihood of startling a rattlesnake.

- Never go barefoot or wear sandals when walking through wild areas. Wear hiking boots.
- When hiking, stick to well-used trails and wear over-the-ankle boots and loose-fitting long pants. Avoid tall grass, weeds and heavy underbrush where snakes may hide during the day.
- Do not step or put your hands where you cannot see, and avoid wandering around in the dark. Step ON logs and rocks, never over them, and be especially careful when climbing rocks or gathering firewood. Check out stumps or logs before sitting down, and shake out sleeping bags before use.
- Never grab "sticks" or "branches" while swimming in lakes and rivers. Rattlesnakes can swim.
- Be careful when stepping over the doorstep as well. Snakes like to crawl along the edge of buildings where they are protected on one side.
- Never hike alone. Always have someone with you who can assist in an emergency.
- Do not handle a freshly killed snake, it can still inject venom.
- Teach children early to respect snakes and to leave them alone. Children are naturally curious and will pick up snakes.



Is it a rattlesnake?

Many a useful and non-threatening snake has suffered a quick death from a frantic human who has mistakenly identified a gopher snake, garter, racer or other as a rattlesnake. This usually happens when a snake assumes an instinctual defensive position used to bluff adversaries. A gopher snake has the added unfortunate trait of imitating a rattlesnake by flattening its head and body, vibrating its tail, hissing and actually striking if approached too closely.

A rattlesnake is a heavy-bodied, blunt-tailed snake with one or more rattles on the tail. It has a triangular-shaped head, much broader at the back than at the front, and a distinct “neck” region. The rattlesnake also has openings between the nostrils and eyes, which is a heat-sensing pit. The eyes are hooded with elliptical pupils. Additional identifying characteristics include a series of dark and light bands near the tail, just before the rattles, which are different from the markings on the rest of the body. Also note that rattles may not always be present, as they are often lost through breakage and are not always developed on the young.

What to do if you are a victim of a snakebite:

- Stay calm; an increased heart rate causes the venom to move quickly through your system.
- Remove jewelry and restrictive clothing.
- Immobilize extremity and keep at a level slightly below the heart.
- Apply a cold, wet cloth over the bite.
- Get to an emergency facility where antivenin will be given intravenously with fluids.

Henry Mayo Hospital is the only location in the Santa Clarita Valley with antivenin on hand. Urgent Care facilities do not store antivenin. Henry Mayo recommends you contact 911 enroute so they may evaluate how much antivenin they have on hand.

What NOT to do if bitten by a rattler:

- Do NOT apply a tourniquet.
- Do NOT pack the bite area in ice.
- Do NOT cut the wound with a knife or razor.
- Do NOT use your mouth to suck out the venom.
- Do NOT let the victim take aspirin or Ibuprofen.
- Do NOT let the victim drink alcohol.
- Do NOT apply electrical shock.

Warnings

- Children are at greater danger than adults for snakebites because of their size. They are also naturally curious, and typically are not aware of their surroundings. Teach children not to pick up snakes. Many victims are curious children.
- While 25% of all snakebites are ‘dry’ bites, do not make that assessment on your own. Head to the emergency room.
- Some experts state that the dead snakes’ bite reflex is active for up to an hour after its death.
- Even after a snake strikes, it may strike again. It generally reserves some of its venom.

SPECIFIC EVENT EMERGENCY PROCEDURES

- Some experts state that baby rattlesnakes release all of their venom, so their bite may be more dangerous than that of an adult.
- Be wary of fangs on any rattlesnake, even those that have been professionally prepared by a taxidermist. Even dry venom is extremely poisonous.

Extra Precautions

- Rattlesnakes' striking distance is approximately half their length. Give them room!
- Snakes can climb walls, trees, shrubs and rocks. Look before you put your hands on rocks or when digging in your garden.
- Newly constructed housing developments, schools and shopping centers--as well as those that meet up against undeveloped hillsides--pose a greater risk for snake encounters.
- Use a tall stick when hiking; the snake may strike the stick rather than you.
- Do not keep 'pet' rattlesnakes.
- Snakebite victims are typically young males who attempt to pick up the reptiles.

When are snakes most active?

According to the Placerita Nature Center, a snake's ideal temperature is somewhere in the 80's. This is why they are dormant in the winter. When the temperatures dip into the 60's, you'll find snakes burrowed for warmth. However, as temperatures rise into the 80's, they are most active. During the hottest days of summer, snakes will seek shade and hunt in the cooler hours of the day. Therefore, temperature dictates when you are most likely to encounter a snake.

TARANTULAS

Tarantulas have been found on the Canyon Country Campus. We tend to see more tarantulas as temperatures rise in spring and they generally become more active.

(Information excerpted from OSHA safety guidelines)

Description:

Tarantulas in California are brown and black with hairy legs. The females are larger in girth than the males but they all have four pairs of legs that are 3 to 5 inches long. They have eight eyes in two groups on their foreheads, and their mouths have two fangs that point backward. The thorax is below the tarantula's head, then a narrow waist and the abdomen. Their abdomens have spinnerets that produce silk.

Tarantulas, with their long legs (their leg span can reach up to 5 7/8 inches) and large hairy bodies, are ferocious in appearance and feared by many. In reality, their venom is weak and they are unable to inflict more than temporary injury and pain. Tarantulas have fine hair on the abdomen that, when loosened by scraping with their hind legs, is very irritating when it comes in contact with the mucous membranes of the eyes and nose of mammals. This diversion often gives the tarantula time to escape its predator. Tarantulas are actually helpful to man in that they destroy many harmful insects.

Some people are highly allergic to the venom and a bite could prove to be very painful or even fatal.



Habitat:

In California, tarantulas live in the desert basins burrowed into crevices in the ground, rocks, cliffs, tree roots or other places where they can conceal themselves. Although they will occupy nests, mainly with their young, they live generally solitary lives. They are sometimes joined by other insects that live in a crevice within the crevice where the tarantula cannot eat them. After tarantulas have built their burrows, they line the inside or the entrance with a web so they are alerted when an insect approaches.

Bite Symptoms:

- Mild pain at the site of the bite.
- Skin swelling around the bite.
- Skin redness around the bite.
- Skin tenderness around the bite.
- Possible Allergic Reaction.
 - Hives
 - Itching
 - Difficulty breathing
 - Wheezing
 - Rapid respiratory rate
 - Facial swelling

Treatment:

- Wash the site with soap and water to minimize the chance of infection.
- Apply a cool compress or even an ice cube to induce numbness and reduce swelling.
- Apply a paste of powdered meat tenderizer mixed with water to reduce irritation.
- Apply a topical cortisone or Benadryl cream to reduce irritation.
- Be alert for symptoms of an infection or allergic reaction (see below).
- If you come into contact with a tarantula's urticating (barbed and mildly venomous) hairs, which can produce intense irritation, especially if they enter your breathing passages or eyes, you should promptly:
 - Be careful not to inhale any of the loose hairs.
 - Where possible, apply duct tape or wax to pick up as many loose urticating hairs from your skin as possible.
 - Use tweezers to pluck out as many hairs from your skin as possible.
 - Apply steroid creams to the affected area for several days.
 - Seek medical care if you think you may have inhaled the hairs into your lungs or gotten them into your eyes.
 - Be alert for symptoms of an infection or allergic reaction.
 - If you think you are experiencing an allergic reaction, seek immediate medical care

Appendix A:

Emergency Notification System (ENS) “COC Alert”



BACKGROUND

“COC Alert” is the College of the Canyons emergency notification system. The system is used to alert the College of the Canyons community about a public safety emergency that could impact its campuses (such as an active shooter/hostile intruder, severe weather conditions, natural or man-made disaster, hazardous material release, etc.) and to provide protective action instructions. COC’s emergency notification system is also used to notify the college community about emergency campus closings.

The COC Alert system is an integral part of the College of the Canyons Emergency Operations Plan (EOP) and training on the use of the system has been provided to key members of the college’s Incident Command System (ICS).

There is a fundamental understanding by all ICS team members that timely and accurate notification of all stakeholders about the circumstances of a specific threat incident is not only a responsible reaction to an emergency, but it is a requirement of law. (Jeanne Clery Act, 20 U.S.C. 1092(f); 34 C.F.R. 668.46; Higher Education Opportunity Act, Public Law 110-315).

The current system is called Connect Ed and is a product of Blackboard Inc. This product is cloud-based and provides emergency notification via several technology avenues including: voice messaging, text messaging, e-mail, social networking sites, etc.

Frequently Asked Questions (FAQs)

Q. *What is the College of the Canyons Emergency Notification System?*

A. The Santa Clarita Community College District has contracted with Blackboard Inc. to use its Connect Ed emergency mass notification system. This system, named “COC Alert”, will be utilized to transmit emergency notices to students, faculty, staff, college tenants, and certain other college stakeholders via text messaging, email, voicemail, cellular phones, landline phones, and social networking sites. This “cloud-based” system can push out thousands of messages within minutes to help ensure the safety of everyone at College of the Canyons during an emergency.

Q. *Does the COC Alert system apply to both campuses – Valencia and Canyon Country?*

A. Yes. Messaging may be sent that applies to either one, or both, campuses.

Q. *How does the emergency notification system work?*

A. Once it is determined that an emergency exists, college leadership will enter messaging into the COC Alert system. The system will then begin cycling through contact information and deliver messages with details about the situation. In most cases, COC Alert messages will be sent using the following possible contact methods:

- Voice message to cell phones.
- Text message to cell phones.
- Email to personal accounts.
- Message to home phones.
- Messages to TTY/TDD receiving devices for the hearing impaired.

APPENDIX A: EMERGENCY NOTIFICATION SYSTEM (ENS) “COC ALERT”

Q. *What constitutes an emergency?*

- A. An emergency is a situation that poses an immediate risk to the health or safety of the campus community or significantly threatens to disrupt its programs and activities. Emergencies are determined by the college’s Chancellor and/or Incident Command Team based upon best practices established by Federal, State and local emergency services. While there will be periodic tests of the COC Alert system during the course of the year, you will otherwise NOT be contacted by “COC Alert” unless a serious crisis warrants your immediate attention.

Q. *Do I have to be physically on one of the campuses to receive an alert?*

- A. No. You will receive a message wherever you receive cell phone service, where you have wireless Internet service or where you have a hard-wired, landline phone. In fact, it is probable that if an emergency situation occurs a majority of COC enrolled students will actually be off campus – that is simply a matter of statistics. If you are on campus, however, you need to follow any directions provided by the Incident Command Team very carefully. If you are off campus, pay attention to the emergency messaging and only arrive on campus when a COC Alert message has said it is safe to do so.

Q. *What kind of content can I expect in COC Alert messages?*

- A. The college’s incident command team recognizes the need to be as brief and complete as possible in all messaging, so expect short messages. Most messaging will consist of:
- An initial alert describing the nature of the incident and immediate actions the Incident Commander wants everyone to take.
 - The initial message may be followed by a series of amplifying messages as the situation unfolds.
 - All COC Alert situations will conclude with an “all clear” message so that everyone – on campus and off – knows that the emergency situation has been resolved. The final message may also direct you to the college’s website or to other media for additional, amplifying information.

Q. *What should I do when I get an actual COC Alert message?*

- A. When an emergency message is received:
1. Remain calm.
 2. Read the message! Don’t ignore it!
 3. **Alert other people!** During classes, professors may have their cell phones turned off. If you are in a classroom, please advise the professor so that he or she may assist everyone in taking appropriate action. It is very important to help spread word of any emergency notification.
 4. The information or instructions will be as specific as possible and will be specific to the particular emergency situation.

Q. *What do I have to do to receive COC Alerts?*

- A. If you are a student, the phone and email information you provided during the application process or during registration is used to populate the COC Alert database. If you are an employee, the information you have provided to the Human Resources Department fulfills that same function. If your phone number or other contact information changes, it is your responsibility to update it if you wish to receive important emergency notifications.

Q. *How do I unsubscribe (remove myself) from receiving emergency notifications?*

- A. The emergency notification system is a mandatory subscription for all students and employees. Removal from the system would prevent you from receiving any emergency message from the college regardless of the type of emergency presented. We feel it is in your best interest to be part of this system.

Q. *Will this cost me anything?*

- A. Depending upon your cell phone service provider and your individual cell phone plan, you may be charged a fee for receiving Short Message Service (SMS) text messages. If you have an unlimited text-messaging plan, there is no additional charge.

Q. *What is SMS messaging?*

- A. SMS is an acronym for Short Message Service, a system for sending short text messages to devices such as cellular phones. Also known as text messaging, SMS messaging is a fast, robust, and reliable means of communicating information quickly. SMS messaging puts less load on cellular circuits than voice communication and allows near-instantaneous dissemination of important information. The Incident Command Team places a great deal of importance on communicating by means of SMS messaging due to this immediacy...although it will also always communicate via other means and technologies.

Q. *Do I need to install software on my phone?*

- A. No. The system uses industry standard SMS text messaging protocol to send messages to your phone. Your mobile phone plan will need to accept text messages to work properly.

Q. *Will I receive unsolicited (SPAM) messages on my mobile phone or email account?*

- A. No. You will only receive test messages and actual COC Alert messages.

Q. *How often will COC be testing the COC Alert system?*

- A. The college's Emergency Operations Plan (EOP) calls for testing the Emergency Notification System (COC Alert) as often as once per semester or session (roughly 4 times per year – Fall; Winter; Spring; Summer)

Q. *Can my parents, spouse, etc., sign up for COC Alerts?*

- A. At the present time, only current COC students, faculty, staff, tenant agencies and certain COC stakeholders may participate in the COC Alert system. However, anyone who accesses the COC Facebook or Twitter accounts can receive notification via these social media sites.

Follow COC on **Twitter** at: <http://twitter.com/#!/canyons/>

Sign up for COC **Facebook** at: <http://www.facebook.com/collegeofthecanyons>

APPENDIX A: EMERGENCY NOTIFICATION SYSTEM (ENS) “COC ALERT”

Q. How will I know the COC Alert message I receive is actually from COC?

A. The message sender will appear as follows:

For a phone call: (661) 259-7800

For e-mail: COC Alert text@canyons.edu

Q. *Do I need to confirm receipt of the message?*

A. No. Unless specifically requested to do so in the text of the message.

Q. *Will my phone numbers and e-mail addresses be kept private?*

A. Yes. Blackboard Inc. does not sell, lease, share or rent personally identifiable information (names, addresses, phone numbers, etc.) to any companies or persons outside of Blackboard Inc. or their service providers. COC is committed to protecting the privacy and confidentiality of personal information provided by faculty, staff, students, tenants and other stakeholders.

Q. *What if an emergency message is sent but I don't receive it even though I expected to?*

A. If you did not receive a:

Telephone call:

- Log into MyCanyons
- Make sure that you entered a working telephone number for the system to call
- If not, enter a valid 10-digit telephone number

Text message (SMS):

- Log into MyCanyons
- Make sure that you entered a valid mobile number for text messages
- Make sure your mobile service allows text messaging

E-mail:

- Log into MyCanyons
- Make sure your e-mail address is correct
- Make sure to check your SPAM or junk e-mail filters and consider allowing COC Alerts to come through.

Appendix B:

Communications Plan



APPENDIX B: COMMUNICATIONS PLAN

COMMUNICATIONS PLAN OVERVIEW:

It is not realistic for any organization to assume that a crisis won't occur. Therefore it is absolutely vital to be prepared to the extent possible.

The purpose of this plan is to create a solid set of communication practices and procedures in order to provide factual information to the media and the public about what happened and how the college is responding to the situation. It is understood that how we communicate in an emergency will affect public perceptions of the District. Honesty, speed, integrity, transparency and sensitivity are fundamental to the communications plan, are essential in avoiding widespread second-guessing, and are in keeping with the decades of College of the Canyons tradition of competence, care, innovation and doggedness in resolving any and all emergency situations.

BEFORE AN EMERGENCY SITUATION OCCURS:

The Communications Team:

- Has been integrated into the Incident Command Staff so that accurate, timely and appropriate information can be made available to those who need it, both internally and externally.
- Conducts training related to various emergency scenarios, the use of the ENS system currently in place, handling of media and public inquiries, nuances of messaging for administration, faculty, staff, students, college tenants and other stakeholders. Communications staff participates in all District drills and exercises as well as conducts quarterly, scenario-specific training.
- Communications staff members have pre-designated assignments to carry out in emergency situations. They include:
 - Public and media relations (spokesperson)
 - Website Alert message management
 - News writing
 - Monitoring
 - Responding to email inquiries
 - Phone messaging
 - Social media interaction
 - Logistics for press conferences, availabilities, access
- Keeps local and regional media lists and contact information current.
- Maintains working relationships with city and county public information professionals as part of the SCV Public Information Officers support group.
- Helps identify potential crisis situations by monitoring events and situations occurring locally, region-wide or at the state and national levels that may impact the District.
- Develops media emergency kits that contain a local and regional phone book, a campus directory, a current college catalog and schedule of classes, legal pads, pens, campus maps, press badges, COC letterhead for press releases, etc.

RESPONSE TO AN EMERGENCY SITUATION:

- Pre-designated personnel will report to the Emergency Operations Center and coordinate initial messaging with the Incident Command Staff.
- It is important to underscore that the primary goal of the District, the Incident Command System and the Emergency Operations team is to protect lives.
- Secondly, the aim of the Incident Command System is to:
 - Respond to and resolve emergency situations
 - Get everyone home safely
 - Manage available resources
 - Return operations to normal
- Depending on the nature of the emergency, the ICS staff will send messages consistent with Clery guidelines and in the interest of safety and good order within the campus community.
 - Activate ENS (multi-tier)
 - Post Alert info on District Website
 - Record messages on incoming phone lines
 - Program roadside marquee
- In concert with the Incident Commander, communications to affected persons will be updated on a regular basis and messaging to external communities will be drafted, approved and distributed.
- All incoming media contacts and requests will be documented.
- Distribute media releases, fact sheets and FAQ's to "COC-all" email addressees to keep internal audiences advised about the emergency situation. **DATE AND TIME-STAMP ALL RELEASES!**
- All steps will be taken to inform senior administrators, Board of Trustees members, the Chancellor's staff and other interested stakeholders about information being provided to the media so everyone is "on the same page" information-wise.
- Provide all releases and fact sheets to the ICS Liaison Officer for distribution to local, county, state and federal officials who need to know.
- Determine on-site press boundaries and guidelines with the Incident Commander. Communications staff will be mindful that managing access by media to disaster, crime or accident scenes is one of their highest priorities. That notwithstanding, access will be denied unless or until first responders, law enforcement investigators, and the District Chancellor says it is appropriate to do so. This requires clear and concise communication between the District's communication staff and the command structure of responding organizations as well as the District ICS.
- It is not important that an emergency scenario be "over" to provide information to the media. In fact, most emergency scenarios will involve the media "following" the story as it evolves. However, it is IMPERATIVE that any information released is:

APPENDIX B: COMMUNICATIONS PLAN

- Absolutely accurate
- Free of speculation or guesses
- Address the situation directly and honestly
- Mindful of “next of kin” considerations in situations involving death
- Done so in a timely manner
- All “on the record”
- Done so by keeping in mind future legal ramifications for the District.
- Anticipate the tough questions and prepare answers for them.
- Prepare “backup” personnel for information duties when a situation is prolonged.
- Determine a system of periodic updates to the media and updates to ENS messaging.
- Determine frequency and location of media availabilities based on the nature of the emergency. Include joint agencies who may be responding to the emergency as appropriate.
- Monitor major media, blogs, social media and other areas where information about the emergency is posted.

AFTER THE EMERGENCY IS OVER:

- Conduct a “hot wash up” discussing frankly and honestly, what worked, what didn’t, what you learned for next time, what you need logistically and technologically (prior to ICS debrief).
- Bring results of “hot wash” to ICS overall debrief.

KEY MEDIA RELATIONS POINTS:

- Think like the media. What kind of story are they after? How will they most likely tell it? And how can you tell it in a way that helps them achieve their goals but is sensitive to your primary audiences?
- Use news conferences sparingly. Don’t waste a journalist’s time by having an event where honest, full-picture, critical and “new” information is not given. A conference should be held when major news is to be shared with all media at once.
- Media don’t have the immediate “right” to enter a crime scene area or disaster area especially if the situation is still dangerous, an investigation is still underway, or they may interfere with or jeopardize ongoing operations. However, it is likely in the public interest and the college’s mutual interest to provide reasonable access that the media can agree to.
- Provide a clear understanding to all campus personnel that, if they are approached by a member of the media, they should simply say, “I’m not the media spokesperson.” Please report to the designated media area and seek out a member of the communications staff so they can coordinate access to a spokesperson.”
- Some emergencies may require establishing a “pool” for video and story coverage. Train staff members and Campus Safety officers about how that is done.

- Never go “off the record” with your comments. If you don’t want the information used, don’t say it in the first place.
- In the early stages of any incident, never try to assign cause or blame, transfer responsibility or speculate about probable causes.
- Crisis situations can turn out to be a “free for all” with members of the media. Understand that you can establish ground rules for the media regarding access to a crisis location, limits on topics to cover during an availability, length of a news conference or media availability, frequency of availabilities, locations of availabilities and numerous other items. Members of the media will be reasonable about ground rules if we are reasonable in establishing them.
- Most questions from the media (especially TV) are best answered in 15-20 second sound bites. While not all responses lend themselves to those short answers, be mindful that most reporters will respectfully re-ask a question if they feel the response you gave can’t be used in their preferred format.
- **IT IS OKAY TO SAY “I DON’T KNOW.”** If you don’t know the answer to any question it is better to tell a reporter that you’ll get back ASAP with a response than to “guess” at an answer and be wrong.
- Refrain from immediately answering questions that relate to the initial cost of buildings or equipment, replacement costs, estimated damages in dollars, time to get back to normal, or any other questions that are best left for in-depth research, backgrounders or which are better answered in another forum.
- If you make a mistake during an interview, admit it and correct the information ASAP. It speaks to the District’s commitment to honesty, integrity and humanity.
- Listen to a complete question before you begin to answer.
- Do your best to answer the question that was asked.
- Remain patient. Questions at news conferences and availabilities become informationally redundant at some point and are signals that the availability should end.
- Know when you are too tired to do an interview. Arrange for another time or another spokesperson.
- Reporters will ask for access to the Emergency Operations Center and the ICS Team as well as the Chancellor. In the initial stages of an incident, that will likely not be possible. You’ll need to establish a response that relates what those people/teams are doing and that, as the emergency nature of the events wane, access might be possible.

Appendix C: Local Agency Contacts

LAW ENFORCEMENT

California Highway Patrol (CHP).....(661) 294-5530
 California National Guard(818) 344-6300
 SCV Sheriff's Department (L.A. County Sheriff)(661) 255-1121

FIRE

Los Angeles County Fire Department(661) 259-2111

MEDICAL

American Medical Response (Ambulance Service)(661) 257-4078
 Facey Medical(661) 222-2643
 Henry Mayo Newhall Memorial Hospital(661) 253-8000

UTILITIES

Nexus (Internal Telephone Service) (661) 257-1500
 PacBell (Telephone Service).....(800) 750-2355
 Southern California Edison (Electrical Power)(800) 655-4555
 Southern California Gas(800) 427-2200
 Valencia Water Company(661) 294-0828

MEDIA (*List maintained by PIO*)**OTHER**

American Red Cross(661) 259-1805
 Cal Trans(661) 775-5465 / (800) 427-7623
 City of Santa Clarita(661) 254-2489
 City Manager(661) 255-4395
 Emergency Management(661) 286-4093
 Federal Emergency Management Agency (FEMA)(800) 429-2354
 L.A. County Health Department(661) 253-7251
 Poison Control Center.....(800) 222-1222
 Santa Clarita Transit(661) 294-1287
 State of California
 Governor's Office(916) 445-2841
 Office of Emergency Services(916) 445-4434

Appendix D: Building Floor Plans & Evacuation Areas

(For security reasons, floor plans are located in each potential EOC location and on the District Intranet for ICS use.)

Appendix E:

Automatic External Defibrillators (AEDs)



APPENDIX E: AUTOMATIC EXTERNAL DEFIBRILLATORS (AEDS)

BACKGROUND:

The Santa Clarita Community College District has chosen, in the interests of public safety, to make several Automated External Defibrillators (AEDS) available for trained District personnel to respond to members of the campus community who experience sudden cardiac arrest (SCA).

SCA is a condition that occurs when the electrical impulses of the human heart malfunction, causing a disturbance in the heart's electrical rhythm, called ventricular fibrillation. The most effective treatment of this condition is the administration of an electrical current to the heart by a defibrillator, delivered within a short time after the onset of ventricular fibrillation.

An automated external defibrillator (AED) is used to treat victims who experience sudden cardiac arrest (SCA). It is only to be applied to victims who are unconscious, not breathing normally and showing no signs of circulation, such as normal breathing, coughing and movement. The AED will analyze the heart rhythm and advise the operator if a shockable rhythm is detected. If a shockable rhythm is detected, the AED will charge to the appropriate energy level and advise the operator to deliver a shock if the AED has a shock button, or deliver the shock automatically if the AED does not have a shock button.

LIABILITY AND CURRENT LAW:

Under California Civil Code Section 1714.21, the State of California provides protection from civil damages to entities that acquire an AED for emergency use as long as the entity has complied with subdivision (b) of Section 1797.196 of the Health and Safety Code. Individuals using an AED or performing CPR are protected from civil damages if they provide emergency care or treatment in good faith and do not expect compensation. These protections do not apply in the case of personal injury or wrongful death resulting from the gross negligence or the willful or wanton misconduct of the person who renders emergency care or treatment by the use of an AED.

SPONSORING PHYSICIAN:

California law requires that the college have a sponsoring physician, licensed in the state of California, for its AED program. The college has designated the Student Health Center's contract physician as its sponsoring physician.

AED PROGRAM COORDINATOR:

The Program Coordinator for AEDs is the District Director, Campus Safety. The Program Coordinator:

- Ensures compliance with all applicable federal, state and local regulations regarding AED equipment.
- Issues related to training (including scheduling of basic and periodic reviews, maintenance of training records and record-keeping).
- Selection of employees for AED training.
- Serving as a liaison and contact for any District departments wishing to have AED equipment at their location.
- Publicizing an annual list of AED locations.
- Ensuring monthly maintenance of the AEDs and related response equipment .
- Notifying the Emergency Response Team and the sponsoring physician of any cardiac arrest or use of the AED equipment.

AUTHORIZED AED LOCATIONS AND USERS:

The following excerpt of California law (Section 1797.196) applies to the purchase, placement and use of AEDs on District property:

- Acquirers of AED units shall have trained employees who should be available to respond to an emergency that may involve the use of an AED unit during normal operating hours.
- That there is a written plan that describes the procedures to be followed in the event of an emergency that may involve the use of an AED, to ensure compliance with the requirements of this section. The written plan shall include, but not be limited to, immediate notification of 911 and trained office personnel at the start of AED procedures.
- When an AED is placed in a building, building owners shall ensure that tenants annually receive a brochure, approved as to content and style by the American Heart Association or American Red Cross, which describes the proper use of an AED, and also ensure that similar information is posted next to any installed AED.
- When an AED is placed in a building, no less than once a year, building owners shall notify their tenants as to the location of AED units in the building.
- When an AED is placed in a public or private K-12 school, the principal shall ensure that the school administrators and staff annually receive a brochure, approved as to contents and style by the American Heart Association or the American Red Cross, that describes the proper use of an AED. The principal shall also ensure that similar information is posted next to every AED. The principal shall, at least annually, notify school employees as to the location of all AED units on the campus. The principal shall designate the trained employees who shall be available to respond to an emergency that may involve the use of an AED during normal operating hours. As used in this paragraph, "normal operating hours" means during the hours of classroom instruction and any school-sponsored activity occurring on school grounds.
- Any person or entity that supplies an AED shall do all of the following:
 - (1) Notify an agent of the local EMS agency of the existence, location, and type of AED acquired.
 - (2) Provide to the acquirer of the AED all information governing the use, installation, operation, training, and maintenance of the AED.

EQUIPMENT MAINTENANCE:

The District will ensure that all AED equipment is maintained according to the manufacturer's suggested requirements and keep the following records:

- A log showing dates of manufacturer-recommended maintenance and the name of the company and person performing the maintenance.
- A log showing compliance with maintenance and testing of AEDs required by the American Heart Association and the American Red Cross.
- Repairs performed on an AED and date and name of the company and person performing the repairs.

APPENDIX E: AUTOMATIC EXTERNAL DEFIBRILLATORS (AEDS)

- Dates of routine safety inspections
- Documentation of required training
- Mandatory FDA medical products reporting form in the event of an AED malfunction.
- Documentation that the sponsoring physician meets state requirements.

READINESS CHECKS:

- After each use, **and**
- At least once every 30 days if it has not been used during that 30 days
- Inspect every 30 days even if used

TRAINING:

Training requirements will consist of not less than four hours and will comply with the American Heart Association (AHA) or American Red Cross (ARC) standards.

At a minimum, training will include:

- Basic CPR skills
- Proper use, maintenance, and periodic inspection of the AED
- The importance of CPR, defibrillation, advanced life support, adequate airway care, and internal emergency response system
- How to recognize the warning signs of heart attack and stroke
- Overview of the local EMS system, including 911 access, and interaction with local emergency services
- Assessment of an unconscious patient to include evaluation of airway, breathing, and circulation, to determine if cardiac arrest has occurred and the appropriateness of applying and activation of AED.
- Information relating to defibrillator safety precautions to enable the individual to administer shocks without jeopardizing the safety of the patient or the authorized individual or other nearby persons to include, but not limited to:
 1. Age and weight restrictions for the use of the AED
 2. Presence of water or liquid on or around the victim
 3. Presence of transdermal medications, implanted pacemakers or automatic implanted cardioverter-defibrillators
- Recognition that an electrical shock has been delivered to the patient and that the defibrillator is no longer charged.
- Rapid, accurate assessment of the patient's post-shock status to determine if further activation of the AED is necessary.

EMERGENCY RESPONSE PROCEDURES:

First person on the scene:

1. Will initiate the Chain of Survival, by calling 911 or having the switchboard or Campus Safety Office call 911. Contact the Student Health Center if it is open for additional assistance: Valencia ext. 3259; CCC ext. 3812.

Initial protocol for the unconscious victim is as follows:

1. Upon arrival, assess the scene safety
2. Assess patient for unresponsiveness
3. Assess breathing
4. Assess signs of circulation
5. Perform CPR until AED arrives

Begin AED treatment:

1. Turn on AED and follow the prompts.
2. Dry shave chest with disposable razor if indicated. Discard razor in a safe manner. Wipe chest dry if it is wet.
3. Apply defibrillation pads. Make sure the AED pads are placed in the proper locations and that they make good skin contact with the chest. Do not place AED pads over the nipple, medication patches or implanted devices.
4. Deliver a shock to the patient when advised by the AED after first clearing the immediate area. Administer additional shocks as prompted by the AED until the AED advises no shock be administered or a series of three consecutive shocks have been delivered.
5. When advised by the AED, check the patient's airway, breathing and signs of circulation, and initiate CPR if signs are absent.
6. Continue to follow AED prompts and perform CPR until emergency service personnel arrive and take over.

When Emergency Service Personnel Arrive:

1. Authorized individual working on the patient should document and communicate important information to the EMS provider such as:
 - Patient's name
 - Time patient was found
 - Initial and current condition of the victim
2. Assist as requested by EMS personnel

APPENDIX E: AUTOMATIC EXTERNAL DEFIBRILLATORS (AEDS)

DOCUMENTATION OF USE:

1. Documentation shall be initiated whether or not defibrillatory shocks were delivered.
2. The following information shall be provided if known:
 - Date
 - Event location
 - Person's name
 - Person's address
 - Person's telephone number
 - Person's gender
 - Estimated time elapsed from person's collapse until initiation of CPR, if witnessed or heard
 - Total minutes of CPR prior to application of defibrillator
 - Other treatment rendered in addition to CPR and defibrillation
 - Person's response to treatment rendered, i.e., regained pulse and breathing
 - Name of transporting agency
 - Name of authorized individual completing the report

Automatic External Defibrillators (AED) Locations

ATHLETIC TRAINING DEPARTMENT (Valencia): Red backpack locked room 004 of East P.E. room 003

CAMPUS SAFETY VEHICLE CANYON COUNTRY CAMPUS

CAMPUS SAFETY VEHICLE #79 (Valencia)

CAMPUS SAFETY VEHICLE #99 (Valencia)

HEALTH OFFICE (Valencia): Student Center, Room 122, locked in cabinet number 04

LIBRARY (Valencia): Located on west wall behind the Circulation Desk

PERFORMING ARTS CENTER (Valencia): Located in the lobby adjacent to the Box Office

CANYON COUNTRY CAMPUS - SWITCHBOARD: Quad 5, Room 502A

UNIVERSITY CENTER: Located adjacent to Control Room 108, east side of lobby

ACADEMY of the CANYONS - UNIVERSITY CENTER: Inside Learning Post High School, room 100. *Provided & maintained by Hart School District*

Appendix F: Helicopter Operations



APPENDIX F: HELICOPTOR OPERATIONS SAFETY PROCEDURES

From time to time law enforcement, medical, fire and other operators of helicopters request permission to land on College of the Canyons property in the course of their operations.

The landing of a helicopter at the Valencia or Canyon country campus will generally be coordinated by the Campus Safety Office through a dispatcher for whichever agency is operating the aircraft. Since most landings on campus are associated with emergency operations, there is often a minimal amount of time to prepare for the event.

While the safety of a helicopter is ultimately in the hands of the pilot, there are a number of things we can do to make these operations as safe as possible.

Landing Zone Preparation

While the College of the Canyon Valencia campus consists of 154 acres and the Canyon Country campus consists of 70 acres, in a practical sense there are only a few spaces on the campuses where we feel comfortable landing helicopters.

- Valencia:**
1. The Upper Field
 2. Parking lots

- Canyon Country:**
1. Parking lot(s)

The selection of landing locations will be determined by time of day, day of week, weather conditions, activities scheduled for those spaces, the nature of the emergency and other factors based on the nature of the request.

1. Helicopters generally require a 100' x 100' landing zone (daytime) or 125' x 125' (nighttime) – the site firm, level and clear of obstacles. Nighttime lighting of landing zones will be determined by the agency dispatcher.
2. If time permits, the landing area should be “trooped” and debris removed. This includes empty cans, bottles, tree branches or any object that could become a hazard to people or the helicopter engine/rotor system. Remember that a landing or departing helicopter can produce downward wind speeds up to 150 MPH. Any cones or portable lights (night) used to demark the limits of the landing zone should be properly secured.
3. Spectators should be kept well clear of the landing area (at least 200', but more if feasible).
4. Vehicles should be kept at least 75 feet from the landing area.

After Landing

Once the helicopter has landed, there are a number of procedures that should be followed to provide maximum safety.

1. **NEVER** approach the helicopter unless signaled to do so by the pilot.
2. **NEVER** approach the helicopter while the blades are in motion, unless assisted by a crew member.
3. **NEVER** approach a helicopter from the rear or get near the tail rotor.

4. **NEVER** touch a helicopter without the specific permission of a crew member.
5. **DO NOT** assist the flight crew in opening or closing of the helicopter doors.
6. **DO NOT** load or unload equipment unless requested to do so by the flight crew.
7. **DO NOT** smoke within the landing zone area or within 100 feet of the helicopter (whether the engine is running or not!)
8. **DO NOT** run near the helicopter.
9. **DO NOT** wear caps/hats or have loose items near the helicopter.
10. **ALWAYS** obtain eye contact with the pilot when attempting to approach. Pointing first to yourself then to the helicopter indicates you want to approach the craft. **DO NOT APPROACH UNTIL YOU GET THE PILOT'S OK.** A good rule of thumb is to approach from the pilot's 10 o'clock to 2 o'clock position.
11. **ALWAYS** protect your eyes against blown dust and particles.
12. **ALWAYS** carry gear firmly at your side when approaching or departing from a helicopter, never over your shoulder or above your head.
13. **ALWAYS** have a fire extinguisher readily accessible for landings and takeoffs (B, C rated)
14. **At the first sign of trouble on the ground, always HIT THE DECK—a helicopter that is coming apart throws metal in every direction.**

Take Off

Make sure you and any spectators get as far away from the helicopter as possible. In the “take off” phase, don’t approach the helicopter for **ANY** reason.

Appendix G:

Forms



Incident Command Forms

(Most forms are adopted from the Disaster Resistant California Community Colleges templates, which are in turn based on FEMA, NIMS, and SEMS formats)

ICS Form 202	Incident Objectives
ICS Form 203	Organization Assignment List
ICS Form 204	Assignment List
ICS Form 205	Incident Radio Communications Plan
ICS Form 205A	Communications List
ICS Form 206	Medical Plan
ICS Form 207	Incident Organization Chart
ICS Form 208	Safety Message/Plan
ICS Form 209	Incident Status Summary
ICS Form 210	Resource Status Change
ICS Form 211	Incident Check-in List
ICS Form 213	General Message
ICS Form 214	Activity Log
ICS Form 215	Operational Planning Worksheet
ICS Form 215A	Incident Action Plan Safety Analysis
ICS Form 219s	Resource Status Card (T-Card)
ICS Form 220	Air Operations Summary
ICS Form 221	Demobilization Check-Out
ICS FORM COC-1	Situation Report

INCIDENT OBJECTIVES (ICS 202)

1. Incident Name:	2. Operational Period: Date From: _____ Date To: _____ Time From: _____ Time To: _____												
3. Objective(s):													
4. Operational Period Command Emphasis:													
General Situational Awareness													
5. Site Safety Plan Required? Yes <input type="checkbox"/> No <input type="checkbox"/> Approved Site Safety Plan(s) Located at:													
6. Incident Action Plan (the items checked below are included in this Incident Action Plan): <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> ICS 202</td> <td><input type="checkbox"/> ICS 206</td> <td rowspan="5" style="vertical-align: top; padding-left: 20px;"> Other Attachments: <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ </td> </tr> <tr> <td><input type="checkbox"/> ICS 203</td> <td><input type="checkbox"/> ICS 207</td> </tr> <tr> <td><input type="checkbox"/> ICS 204</td> <td><input type="checkbox"/> ICS 208</td> </tr> <tr> <td><input type="checkbox"/> ICS 205</td> <td><input type="checkbox"/> Map/Chart</td> </tr> <tr> <td><input type="checkbox"/> ICS 205A</td> <td><input type="checkbox"/> Weather Forecast/Tides/Currents</td> </tr> </table>			<input type="checkbox"/> ICS 202	<input type="checkbox"/> ICS 206	Other Attachments: <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____	<input type="checkbox"/> ICS 203	<input type="checkbox"/> ICS 207	<input type="checkbox"/> ICS 204	<input type="checkbox"/> ICS 208	<input type="checkbox"/> ICS 205	<input type="checkbox"/> Map/Chart	<input type="checkbox"/> ICS 205A	<input type="checkbox"/> Weather Forecast/Tides/Currents
<input type="checkbox"/> ICS 202	<input type="checkbox"/> ICS 206	Other Attachments: <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____											
<input type="checkbox"/> ICS 203	<input type="checkbox"/> ICS 207												
<input type="checkbox"/> ICS 204	<input type="checkbox"/> ICS 208												
<input type="checkbox"/> ICS 205	<input type="checkbox"/> Map/Chart												
<input type="checkbox"/> ICS 205A	<input type="checkbox"/> Weather Forecast/Tides/Currents												
7. Prepared by: Name: _____ Position/Title: _____ Signature: _____													
8. Approved by Incident Commander: Name: _____ Signature: _____													
ICS 202	IAP Page _____	Date/Time: _____											

ORGANIZATION ASSIGNMENT LIST (ICS 203)

1. Incident Name:		2. Operational Period: Date From: _____ Date To: _____ Time From: _____ Time To: _____	
3. Incident Commander(s) and Command Staff:		7. Operations Section:	
IC/UCs		Chief	
		Deputy	
Deputy		Staging Area	
Safety Officer		Branch	
Public Info. Officer		Branch Director	
Liaison Officer		Deputy	
4. Agency/Organization Representatives:		Division/Group	
Agency/Organization	Name	Division/Group	
		Division/Group	
		Division/Group	
		Division/Group	
		Branch	
		Branch Director	
		Deputy	
5. Planning Section:		Division/Group	
Chief		Division/Group	
Deputy		Division/Group	
Resources Unit		Division/Group	
Situation Unit		Division/Group	
Documentation Unit		Branch	
Demobilization Unit		Branch Director	
Technical Specialists		Deputy	
		Division/Group	
		Division/Group	
		Division/Group	
6. Logistics Section:		Division/Group	
Chief		Division/Group	
Deputy		Air Operations Branch	
Support Branch		Air Ops Branch Dir.	
Director			
Supply Unit			
Facilities Unit		8. Finance/Administration Section:	
Ground Support Unit		Chief	
Service Branch		Deputy	
Director		Time Unit	
Communications Unit		Procurement Unit	
Medical Unit		Comp/Claims Unit	
Food Unit		Cost Unit	
9. Prepared by: Name: _____ Position/Title: _____ Signature: _____			
ICS 203	IAP Page _____	Date/Time: _____	

ASSIGNMENT LIST (ICS 204)

[illegible]

[illegible]

[illegible]

MEDICAL PLAN (ICS 206)

1. Incident Name:		2. Operational Period: Date From: _____ Date To: _____ Time From: _____ Time To: _____					
3. Medical Aid Stations:							
Name	Location	Contact Number(s)/Frequency	Paramedics on Site? <input type="checkbox"/> Yes <input type="checkbox"/> No				
			<input type="checkbox"/> Yes <input type="checkbox"/> No				
			<input type="checkbox"/> Yes <input type="checkbox"/> No				
			<input type="checkbox"/> Yes <input type="checkbox"/> No				
			<input type="checkbox"/> Yes <input type="checkbox"/> No				
			<input type="checkbox"/> Yes <input type="checkbox"/> No				
			<input type="checkbox"/> Yes <input type="checkbox"/> No				
4. Transportation (indicate air or ground):							
Ambulance Service	Location	Contact Number(s)/Frequency	Level of Service <input type="checkbox"/> ALS <input type="checkbox"/> BLS				
			<input type="checkbox"/> ALS <input type="checkbox"/> BLS				
			<input type="checkbox"/> ALS <input type="checkbox"/> BLS				
			<input type="checkbox"/> ALS <input type="checkbox"/> BLS				
5. Hospitals:							
Hospital Name	Address, Latitude & Longitude if Helipad	Contact Number(s)/Frequency	Travel Time		Trauma Center <input type="checkbox"/> Yes Level: _____ <input type="checkbox"/> No	Burn Center <input type="checkbox"/> Yes <input type="checkbox"/> No	Helipad <input type="checkbox"/> Yes <input type="checkbox"/> No
			Air	Ground			
					<input type="checkbox"/> Yes Level: _____ <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes Level: _____ <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes Level: _____ <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes Level: _____ <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes Level: _____ <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Special Medical Emergency Procedures:							
<input type="checkbox"/> Check box if aviation assets are utilized for rescue. If assets are used, coordinate with Air Operations.							
7. Prepared by (Medical Unit Leader): Name: _____ Signature: _____							
8. Approved by (Safety Officer): Name: _____ Signature: _____							
ICS 206		IAP Page _____		Date/Time: _____			

INCIDENT ORGANIZATION CHART (ICS 207)

1. Incident Name:

2. Operational Period: Date From: Time From: Date To: Time To:

3. Organization Chart

Incident Commander(s)

Operations Section Chief

Staging Area Manager

Liaison Officer

Safety Officer

Public Information Officer

Planning Section Chief

Resources Unit Lib.

Situation Unit Lib.

Documentation Unit Lib.

Demobilization Unit Lib.

Logistics Section Chief

Support Branch Dir.

Supply Unit Lib.

Facilities Unit Lib.

Ground Spt. Unit Lib.

Service Branch Dir.

Comms Unit Lib.

Medical Unit Lib.

Food Unit Lib.

Finance/Admin. Section Chief

Time Unit Lib.

Procurement Unit Lib.

Comp./Claims Unit Lib.

Cost Unit Lib.

ICS 207

IAP Page

4. Prepared by: Name: Position/Title: Signature: Date/Time:

1. Incident Name:	2. Operational Period: Date From: _____ Date To: _____ Time From: _____ Time To: _____
3. Safety Message/Expanded Safety Message, Safety Plan, Site Safety Plan:	
<div style="border: 1px solid black; height: 400px; width: 100%;"></div>	
4. Site Safety Plan Required? Yes <input type="checkbox"/> No <input type="checkbox"/> Approved Site Safety Plan(s) Located At: _____	
5. Prepared by: Name: _____ Position/Title: _____ Signature: _____	
ICS 208	IAP Page _____ Date/Time: _____

APPENDIX G: FORMS

INCIDENT STATUS SUMMARY (ICS 209)

*1. Incident Name:		2. Incident Number:	
*3. Report Version (check one box on left): <input type="checkbox"/> Initial Rpt # <input type="checkbox"/> Update (if used): <input type="checkbox"/> Final		*4. Incident Commander(s) & Agency or Organization:	
7. Current Incident Size or Area Involved (use unit label – e.g., "sq mi," "city block"):		5. Incident Management Organization:	*6. Incident Start Date/Time: Date: _____ Time: _____ Time Zone: _____
8. Percent (%) Contained _____ Completed _____	*9. Incident Definition:	10. Incident Complexity Level:	*11. For Time Period: From Date/Time: _____ To Date/Time: _____

Approval & Routing Information

*12. Prepared By: Print Name: _____ ICS Position: _____ Date/Time Prepared: _____	*13. Date/Time Submitted: Time Zone: _____
*14. Approved By: Print Name: _____ ICS Position: _____ Signature: _____	*15. Primary Location, Organization, or Agency Sent To:

Incident Location Information

*16. State:	*17. County/Parish/Borough:	*18. City:
19. Unit or Other:	*20. Incident Jurisdiction:	21. Incident Location Ownership (if different than jurisdiction):
22. Longitude (indicate format): Latitude (indicate format):	23. US National Grid Reference:	24. Legal Description (township, section, range):
*25. Short Location or Area Description (list all affected areas or a reference point):		26. UTM Coordinates:
27. Note any electronic geospatial data included or attached (indicate data format, content, and collection time information and labels):		

Incident Summary

*28. Significant Events for the Time Period Reported (summarize significant progress made, evacuations, incident growth, etc.):				
29. Primary Materials or Hazards Involved (hazardous chemicals, fuel types, infectious agents, radiation, etc.):				
30. Damage Assessment Information (summarize damage and/or restriction of use or availability to residential or commercial property, natural resources, critical infrastructure and key resources, etc.):	A. Structural Summary	B. # Threatened (72 hrs)	C. # Damaged	D. # Destroyed
	E. Single Residences			
	F. Nonresidential Commercial Property			
	Other Minor Structures			
	Other			
ICS 209, Page 1 of ____		* Required when applicable.		

[illegible]

INCIDENT CHECK-IN LIST (ICS 211)

[illegible]

GENERAL MESSAGE		
TO:	POSITION:	
FROM:	POSITION:	
SUBJECT:	DATE:	TIME:
MESSAGE:		
SIGNATURE:	POSITION:	
REPLY:		
DATE:	TIME:	SIGNATURE/POSITION:

ACTIVITY LOG (ICS 214)[illegible]

OPERATIONAL PLANNING WORKSHEET (ICS 215)

1. Incident Name:				2. Operational Period: Date From:				Date To:					
				Time From:				Time To:					
3. Branch	4. Division, Group, or Other	5. Work Assignment & Special Instructions	6. Resources							7. Overhead Position(s)	8. Special Equipment & Supplies	9. Reporting Location	10. Requested Arrival Time
			Req.										
			Have										
			Need										
			Req.										
			Have										
			Need										
			Req.										
			Have										
			Need										
			Req.										
			Have										
			Need										
			Req.										
			Have										
			Need										
ICS 215	11. Total Resources Required										14. Prepared by:		
	12. Total Resources Have on Hand										Name: _____		
	13. Total Resources Need To Order											Position/Title: _____	
											Signature: _____		
											Date/Time: _____		

[illegible]

ICS 219**Resource Status Card (T-Card)**

Purpose. Resource Status Cards (ICS 219) are also known as "T-Cards," and are used by the Resources Unit to record status and location information on resources, transportation, and support vehicles and personnel. These cards provide a visual display of the status and location of resources assigned to the incident.

Preparation. Information to be placed on the cards may be obtained from several sources including, but not limited to:

- Incident Briefing (ICS 201).
- Incident Check-In List (ICS 211).
- General Message (ICS 213).
- Agency-supplied information or electronic resource management systems.

Distribution. ICS 219s are displayed in resource status or "T-Card" racks where they can be easily viewed, retrieved, updated, and rearranged. The Resources Unit typically maintains cards for resources assigned to an incident until demobilization. At demobilization, all cards should be turned in to the Documentation Unit.

Notes. There are eight different status cards (see list below) and a header card, to be printed front-to-back on cardstock. Each card is printed on a different color of cardstock and used for a different resource category/kind/type. The format and content of information on each card varies depending upon the intended use of the card.

- 219-1: Header Card – Gray (used only as label cards for T-Card racks)
- 219-2: Crew/Team Card – Green
- 219-3: Engine Card – Rose
- 219-4: Helicopter Card – Blue
- 219-5: Personnel Card – White
- 219-6: Fixed-Wing Card – Orange
- 219-7: Equipment Card – Yellow
- 219-8: Miscellaneous Equipment/Task Force Card – Tan
- 219-10: Generic Card – Light Purple

Acronyms. Abbreviations utilized on the cards are listed below:

- AOV: Agency-owned vehicle
- ETA: Estimated time of arrival
- ETD: Estimated time of departure
- ETR: Estimated time of return
- O/S Mech: Out-of-service for mechanical reasons
- O/S Pers: Out-of-service for personnel reasons
- O/S Rest: Out-of-service for rest/recuperation purposes/guidelines, or due to operating time limits/policies for pilots, operators, drivers, equipment, or aircraft
- POV: Privately owned vehicle

APPENDIX G: FORMS

AIR OPERATIONS SUMMARY (ICS 220)

1. Incident Name:		2. Operational Period: Date From: _____ Date To: _____ Time From: _____ Time To: _____		3. Sunrise: _____ Sunset: _____		
4. Remarks (safety notes, hazards, air operations special equipment, etc.):		5. Ready Alert Aircraft: Medivac: _____ New Incident: _____		6. Temporary Flight Restriction Number: Altitude: _____ Center Point: _____		
		8. Frequencies:	AM	FM	9. Fixed-Wing (category/kind/type, make/model, NR, base):	
		Air/Air Fixed-Wing			Air Tactical Group Supervisor Aircraft:	
		Air/Air Rotary-Wing – Flight Following				
7. Personnel:	Name:	Phone Number:	Air/Ground			
Air Operations Branch Director			Command		Other Fixed-Wing Aircraft:	
Air Support Group Supervisor			Deck Coordinator			
Air Tactical Group Supervisor			Take-Off & Landing Coordinator			
Helicopter Coordinator			Air Guard			
Helibase Manager						
10. Helicopters (use additional sheets as necessary):						
FAA NR	Category/Kind/Type	Make/Model	Base	Available	Start	Remarks
11. Prepared by: Name: _____ Position/Title: _____ Signature: _____						
ICS 220, Page 1			Date/Time: _____			

DEMOBILIZATION CHECK-OUT (ICS 221)

1. Incident Name: _____		2. Incident Number: _____	
3. Planned Release Date/Time: Date: _____ Time: _____		4. Resource or Personnel Released: _____	
5. Order Request Number: _____			
6. Resource or Personnel: You and your resources are in the process of being released. Resources are not released until the checked boxes below have been signed off by the appropriate overhead and the Demobilization Unit Leader (or Planning Section representative).			
LOGISTICS SECTION			
	Unit/Manager	Remarks	Name Signature
<input type="checkbox"/>	Supply Unit		
<input type="checkbox"/>	Communications Unit		
<input type="checkbox"/>	Facilities Unit		
<input type="checkbox"/>	Ground Support Unit		
<input type="checkbox"/>	Security Manager		
<input type="checkbox"/>			
FINANCE/ADMINISTRATION SECTION			
	Unit/Leader	Remarks	Name Signature
<input type="checkbox"/>	Time Unit		
<input type="checkbox"/>			
<input type="checkbox"/>			
OTHER SECTION/STAFF			
	Unit/Other	Remarks	Name Signature
<input type="checkbox"/>			
<input type="checkbox"/>			
PLANNING SECTION			
	Unit/Leader	Remarks	Name Signature
<input type="checkbox"/>			
<input type="checkbox"/>	Documentation Leader		
<input type="checkbox"/>	Demobilization Leader		
7. Remarks: 			
8. Travel Information: Estimated Time of Departure: _____ Actual Release Date/Time: _____ Destination: _____ Estimated Time of Arrival: _____ Travel Method: _____ Contact Information While Traveling: _____ Manifest: <input type="checkbox"/> Yes <input type="checkbox"/> No Area/Agency/Region Notified: _____ Number: _____			
9. Reassignment Information: <input type="checkbox"/> Yes <input type="checkbox"/> No Incident Name: _____ Incident Number: _____ Location: _____ Order Request Number: _____			
10. Prepared by: Name: _____ Position/Title: _____ Signature: _____			
ICS 221		Date/Time: _____	

ICS Situation Report Form

1. Incident Name: _____
2. Operational Period: _____
3. Date/Time: _____
4. Situation Report Content: *(Issued according to schedule, when requested when a significant change to the situation occurs, or when requested by the Chancellor).*

5. Next scheduled Situation Report scheduled to be sent _____.

6. Prepared by:

Approved by:



COLLEGE OF THE CANYONS

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